# IBM
Operating Instructions

# IBM
## Mag Card
## Selectric

This interim copy is being released prior to publication of the final book.

IBM Representative

## IMPORTANT!

Student *must* be provided with the following for Mag Card "Selectric" Typewriter Training:

Materials

1. Mag Card "Selectric" Typewriter Operating Instructions
2. 10 Magnetic Cards (customer's cards)
3. Paper
4. Pencil

"Selectric" Typewriter Demonstration on the MC/ST

1. Sound shield (must be closed at *all* times for safety)
2. Paper Guide (must be set on white line to left of number 4)
3. Scales
4. Margins and tabs
5. Type through right margin
6. Explain the Multiple Character Keys (those with four characters on top)
7. Typamatic keys
8. Multiple Copy Control Lever
9. Line Space Lever
10. Paper Release Lever
11. Line Finder
12. Platen Variable
13. Element changing
14. Ribbon changing

Call the student's attention to the instructions on page 85. At that point, the student must set aside the Operating Instructions and reinforce learning on "real" work.
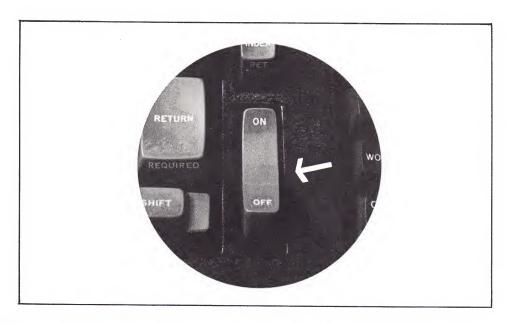
This book is designed for your use in learning the Mag Card "Selectric" Typewriter. You will want to follow these steps for efficient use of this program.

1. Read every page unless the program directs otherwise.

2. Do each exercise, following the directions given.

3. Review each section as many times as you wish. You should feel confident of any previous material before moving forward.

4. If you have a question, use the book as a reference. If reviewing does not answer your question, call your IBM Representative.
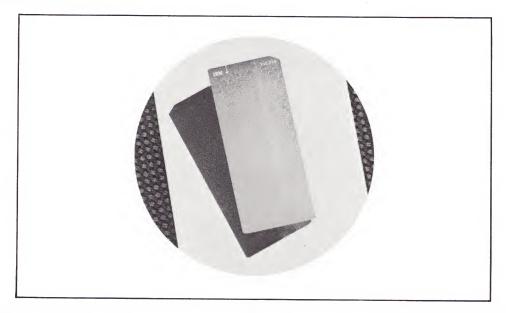
The blue pages are important, as they indicate procedures that you will want to follow carefully.

This is the IBM Mag Card "Selectric" Typewriter. It will allow you to type everything as if it were a rough draft. Isn't rough draft typing the very easiest typing that you do? You do not have to worry about typographical errors or erasing; you just backspace and type over the incorrect character and continue typing. That is exactly what you will do with the Mag Card "Selectric" Typewriter—type everything rough draft, backspace and type over any incorrect characters, and continue typing. The difference comes when you are ready for the final copy with carbons. The typewriter will do the work and give you an error-free copy!
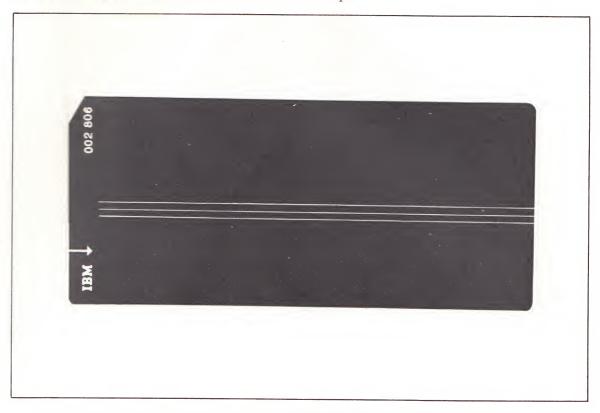
The power for both the typewriter and the Card Unit is turned on by depressing the On/Off Control.  Turn on the power and insert a sheet of paper into the typewriter.



You will be using a magnetic card.  The numbered side is the side you will record on.

Place the cards in a convenient location with the record side up.  How do you know that the record side is up?

ANSWER:  The numbered side of the card is up.
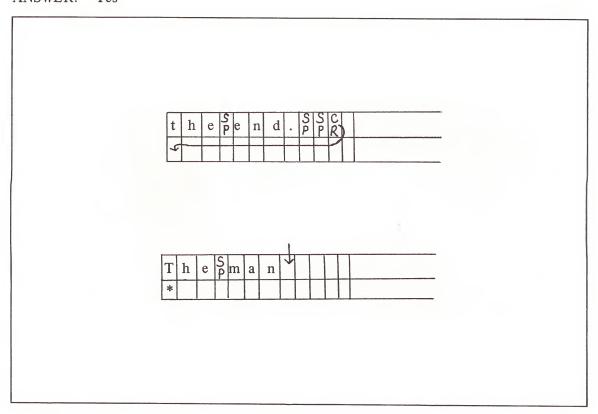


Each card has 50 tracks.  You can type one line per track.  How many lines can you record on one card?

ANSWER: 50

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—————————— 100 Characters ——————————

| N | o | w | s p | i | s | | | | |

Now is the time for all good men to come to the aid of their country.

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You can record 100 characters per track. Will the sentence beginning "Now is the time" go on one track?

ANSWER:   Yes

| t | h | e | S<br>P | e | n | d | . | S<br>P | S<br>P | C<br>R | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ↵ | | | | | | | | | | | | | | | |

| T | h | e | S<br>P | m | a | n | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| * | | | | | | | | | | | | | | | |

The Carrier return terminates a line of typing.  It also moves the card to the beginning of the next track.
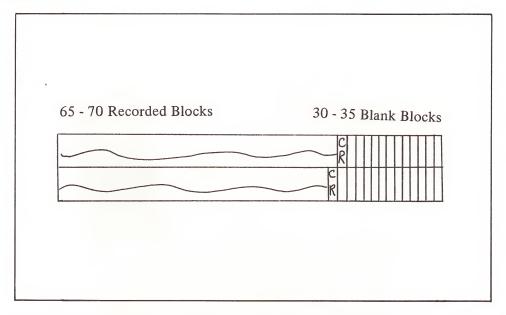
In the second illustration you are at the arrow; how can you move to the asterisk?
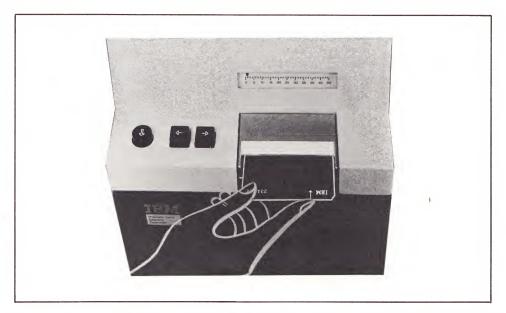
ANSWER:     Carrier return



It is best to record one page of typing per card.  If a manuscript contains ten pages, how many cards will be needed to record it?

ANSWER:    10



65 - 70 Recorded Blocks                30 - 35 Blank Blocks
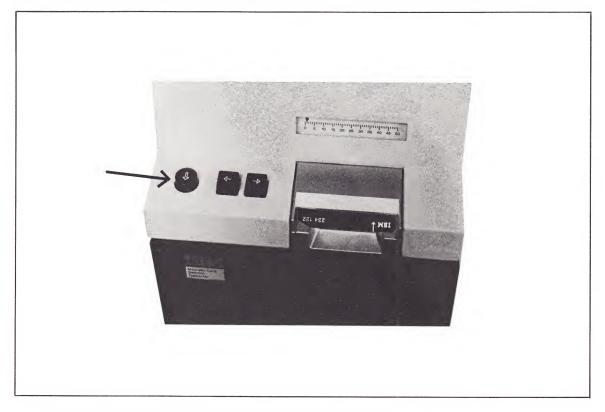
A normal line of typing consists of only 65 to 70 characters, so the last 30 to 35 blocks on each track are reserved for later additions or corrections.   Don't worry about those blocks now.   You will use them later in the training.



A card is inserted into the Load Slot on the Card Unit.   Hold the card by the numbered end with the numbers up.   Now insert it.   What happened?

ANSWER: The machine drew it in quickly.
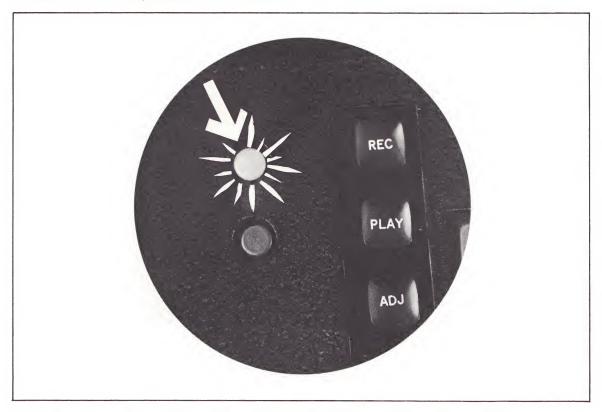


Depress the Eject Button once to unload the card.

When ejected, the card will be far enough out so that it may be removed or reinserted. Is the card you ejected in that position?
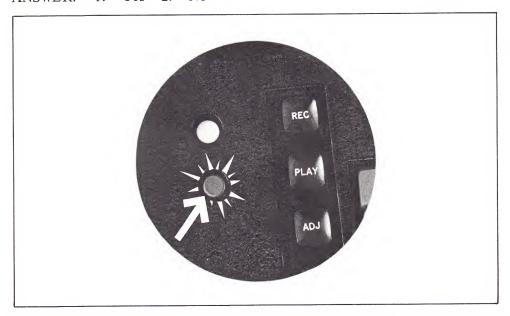
The card must be in or completely out before the keyboard can be used. With the card in the eject position, try to type your name. What happened?

ANSWER: The keyboard is not active.
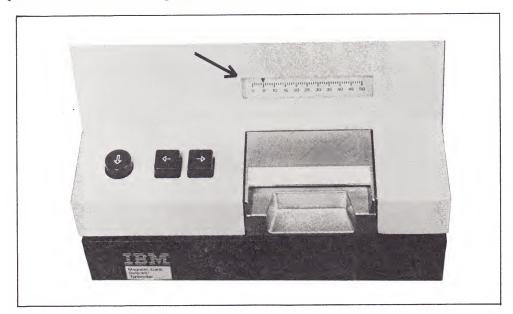


The yellow light tells you that you do not have a card loaded. Eject the card. Is the yellow light on? Reinsert the card. Is the yellow light on?

ANSWER: 1. Yes 2. No
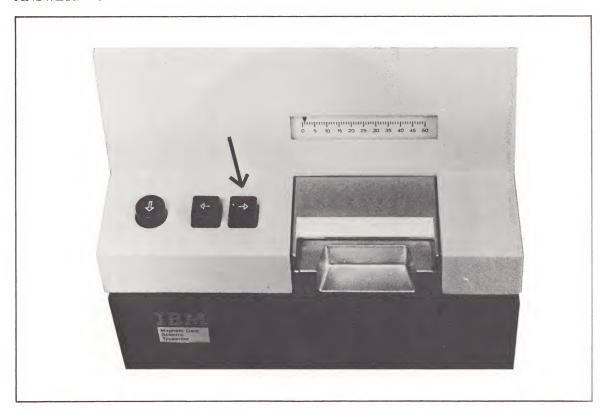


If the red light comes on as you are recording, a card in the back of the book will give you instructions on how to correct this situation. Locate that card and put it in a convenient place for later use.



The Track Indicator tells you which track you are recording on. Which track is the red arrow on in the illustration?

ANSWER:   5
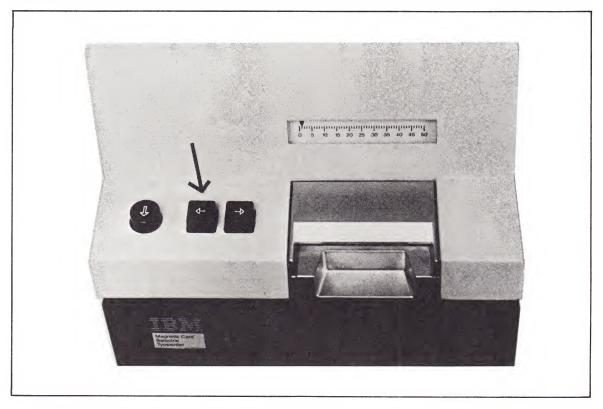


The right Track Selector Button moves you to a higher numbered track down the page.

Depress this button <u>once</u>.   What track are you on?

<u>Hold</u> this button down for a few seconds.   What track are you on?

ANSWER:   1. Track 2      2.   Any  track
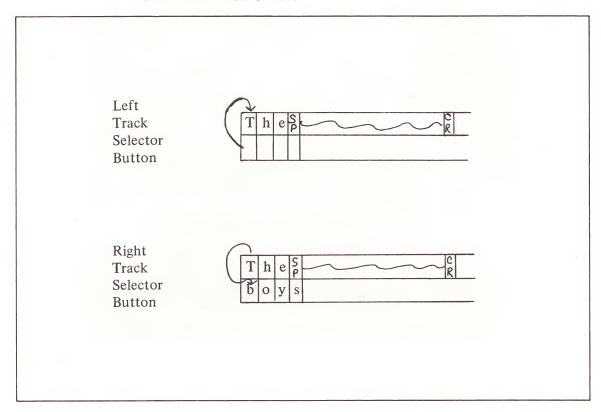


The left Track Selector Button moves to a lower numbered track.

What track are you on now?   Depress this button one time.   What track are
you on now?   Hold this button down and move back to track number 1.

ANSWER:  1.  Any track except number 1.
         2.  One less than the answer to question No. 1.  If No. 1 was 15,
             this answer will be 14.

Left
Track
Selector
Button

| T | h | e | S̲P̲ | ~~~~~~~~~ | C̲R̲ |

Right
Track
Selector
Button

| T | h | e | S̲P̲ | ~~~~~~~~~ | C̲R̲ |
| b | o | y | s |

When you move to another track by using a Track Selector Button, you will be on the first character of that track.

14

1.  How many tracks does each card have?

2.  What is the recording capacity of each track?

3.  What will terminate each track?

4.  Which button do you use to eject the card manually?

5.  Which button do you use to move to track 15 from track 1?

6.  Which button do you use to move from track 15 to track 3?

7.  Where are you on a track when you use a Track Selector Button to move there?

Check your answers with those given on the next page.

# ANSWERS

1.  50
2.  100
3.  Carrier return
4.  Eject Button
5.  Right Track Selector Button
6.  Left Track Selector Button
7.  First character or block
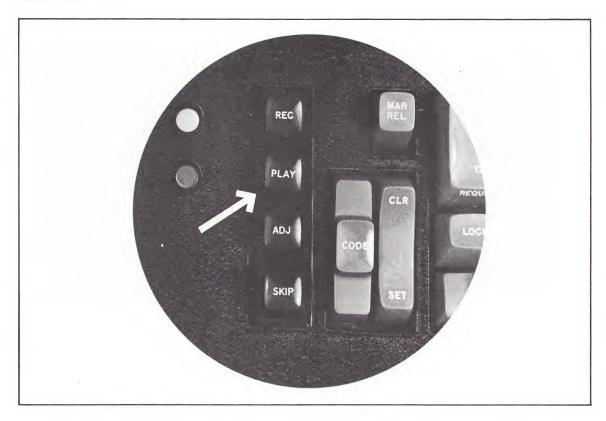
If you missed even one of the questions, review that section of the training. Always feel free to review any portion you have covered.  When you feel comfortable with the information, move forward.

The keyboard is similar to that of the familiar "Selectric" Typewriter. There are a few differences which will be discussed as they are needed.

Eject the card you have in the Card Unit and reinsert it. Are you on track number 1?

ANSWER:   Yes



The Play Button should be depressed when setting up margins and tabs. Depress Play. Set margins at 42 and 114 with a tab at 47 for an Elite, and set margins at 30 and 100 with a tab at 35 for a Pica. Set the typewriter for double spacing.

What button did you have depressed while doing this?

The Play Button should also be depressed when you type without recording. The card must be all the way in or completely out so that you can use the keyboard.

In order to familiarize yourself with the keyboard, type the material given in Exercise 1.

EXERCISE 1 — Practice using the keyboard.

TYPEWRITER ADJUSTMENTS:

Insert paper so that it is centered at zero on the Copy Guide. (Note that the corners align with brackets at the two number 4's.) Adjust the Paper Guide.

Use the margins and tab already set on your typewriter.
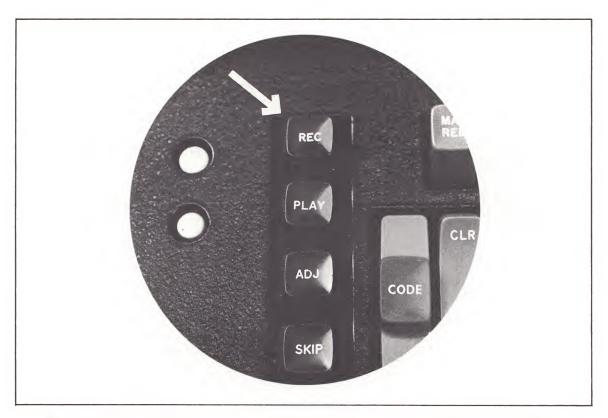
THE SOUND SHIELD MUST BE IN THE CLOSED POSITION WHEN THE MAG CARD "SELECTRIC" TYPEWRITER IS BEING USED.

PRACTICE COPY:

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When you begin to record on the magnetic card, you will find

that it is very easy.  It can also be very efficient.  To make

your new typewriter more productive for you (and for your supervisor),

you will be asked to follow some new or slightly modified procedures.
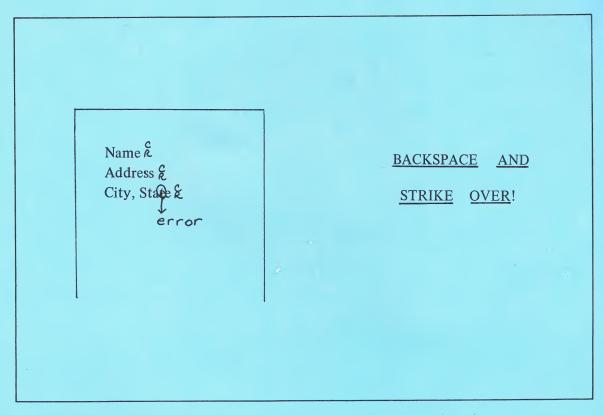
Since all typing is now rough draft typing, you will learn to

do all your typing at your higher rough draft speed.  Type slowly

only until you get the feel of your typewriter, then increase your

speed as your knowledge and confidence grow.  Learn to control the

new buttons by touch, just as you now type on the letter keys.

Above all, remember that you are typing a rough draft.  The copy

that you type, called the "hard copy," will have strikeovers and

lines crossed out.  That is why it is called a rough draft.  Yet the

magnetic card that you prepare at the same time will be letter perfect.

When the draft copy is approved, you can play out your final original

and carbon copies from the recorded card--error-free and erasure free.

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With the Record Button depressed, everything you type will record on the card.
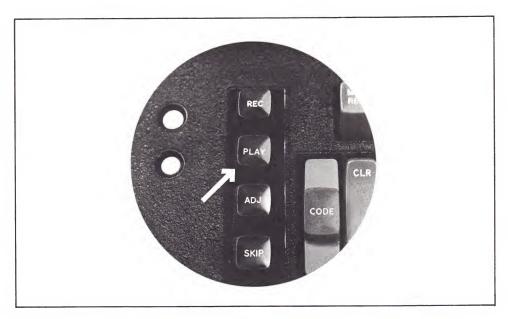
Depress the Record Button and type your name, ending it with a Carrier return.

Name ℓ̣ᶜ
Address ℓ̣ᶜ
City, State ℓ̣ᶜ
↓
error

BACKSPACE    AND

STRIKE    OVER!

A typographical error is corrected by backspacing and typing the correct character.   This should become a habit—something you do automatically.
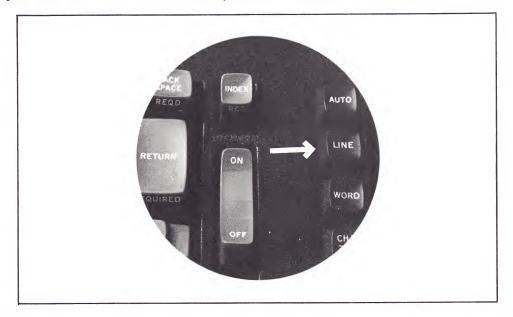
Following your name, type your address, city and state, ending with a Carrier return.   If you make an error, be sure to correct it.

The Play Button must be depressed to play back recorded information. Depress this button.

Eject and reinsert the card with your name and address on it.
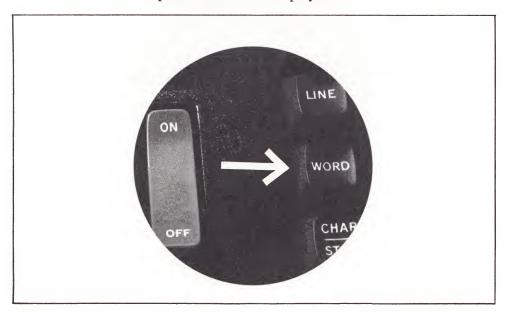


To start playback, depress Line. One line will play out and the machine will stop. How many times will you have to depress Line to play out your name and address? Play out your name and address in Line.
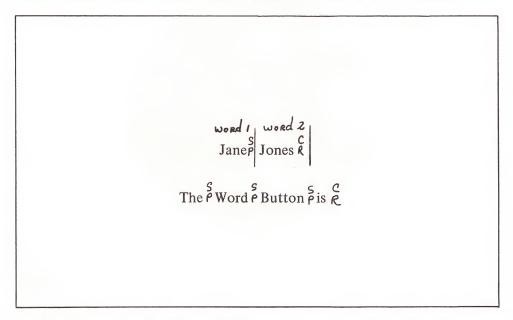
What steps are needed to play back a recorded card?

ANSWER:    1.    Three
           2.    Depress Play Button
                 Insert the card
                 Depress Line to start playback



The Word Button plays out a word at a time and also will start playback. Eject and reinsert your "name" card. Play out your name in Word.



Did you notice that a space or Carrier return played out with each word? Look at line 1 of the illustration.

How many words are there in line 2?

ANSWER:    Four  words

The①S/P |Word②S/P |Button③S/P |is④C/R |

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word 1 | word 2 | word 3
1234 T/A/B |5678 T/A/B |9101112 C/R |

files T/A/B  labels T/A/B  staples C/R

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A  tab  also  will  be  part  of  the  word  it  follows.    How  many  words  in  line  2?

ANSWER:   Three words

①  ②  ③
files$^T_B$ | labels$^T_B$ | staples$^C_R$ |

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EXAMPLE:        $^T_B$ | The$^S_P$ | final$^S_P$ | report$^C_R$ |
                is$^S_P$ | due$^S_P$ | tomorrow. $^S_P$ $^S_P$ $^C_R$ |

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EXERCISE:       $^T_B$ The $^S_P$ report $^S_P$ is $^S_P$ being $^C_R$
                typed $^S_P$ now. $^S_P$ $^S_P$ $^C_R$

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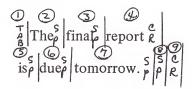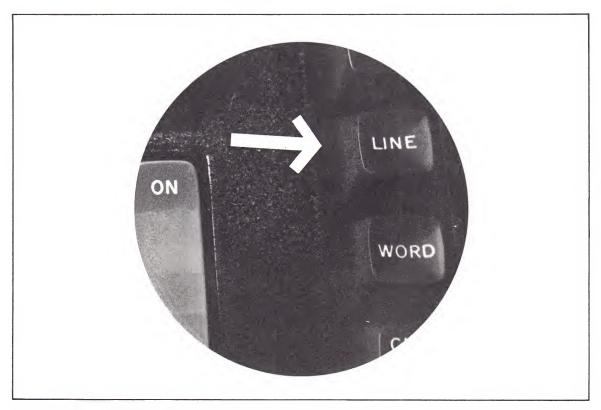
A space, a Carrier return, or a tab will play out as a word whether it follows a character or not.

How many words are there in the exercise?

ANSWER:   Nine words

①  ②    ③      ④
T  S    S      C
A  The ₚ| final ₚ| report ₚ  R
B

⑤   ⑥    ⑦          ⑧ ⑨
S   S                S  C
is ₚ| due ₚ| tomorrow. ₚ | P | R
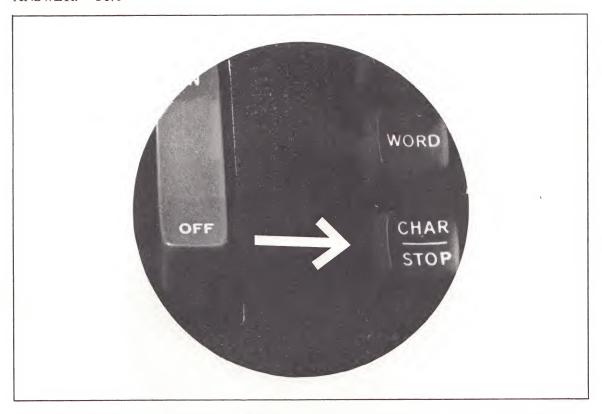


The Line Button plays out one line or track.   A Carrier return ends each line or track.

You have five tracks recorded.   How many times will you have to depress Line for them to play out?

ANSWER:   Five



The Character/Stop Button will play out one character at a time.   Insert the card with your name and address on it.   Play out your first name in Character.

The Character/Stop Button also will stop playback immediately.   Eject and reinsert your "name" card.   Depress Line to start playback.   Stop it after your first name.

The Character/Stop Button has two functions.   What are they?

ANSWER:      Play out a character at a time.
                      Stop playback immediately.
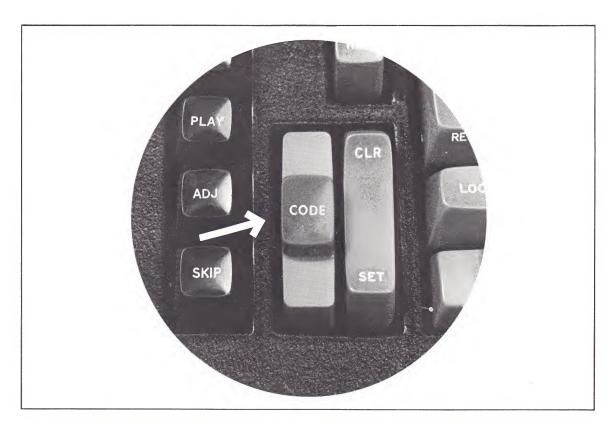
## REVIEW

1.  The yellow light tells you that you (do/do not) have a card inserted into the machine.

2.  The keyboard is inactive when the card is in the _____ position.

3.  The keyboard will be active only when the card is _____ or_____.

4.  The Word Button plays out until it reads a _____, a _____, or a _____.

5.  You can stop playback instantly by depressing the _____ Button.

6.  Each track is terminated by a _____ _____. Therefore, one line equals one track.

1. do not

2. eject or unload

3. in or completely out (loaded or unloaded)

4. space, tab, Carrier return

5. Character/Stop

6. Carrier return

Review any area that you do not feel confident about at this time.
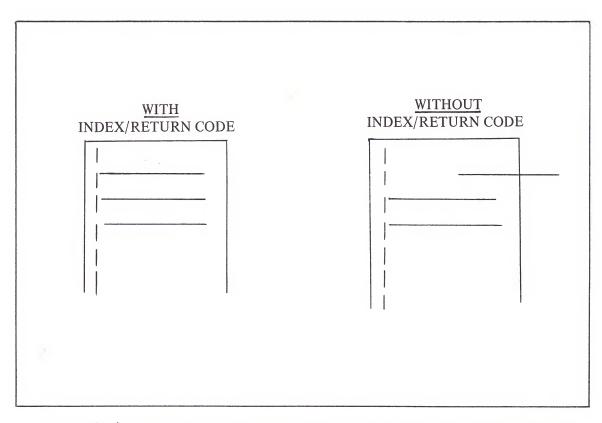
The Code Button will enable you to put special instructions on the card. The Code Button is used when making control codes and can be used only when the Record Button is depressed.

Keys marked in this example can make special codes. Each key is labeled to tell you what code it makes.
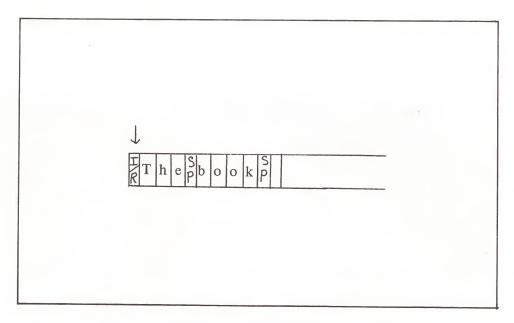
All control codes are recorded by depressing the Code Button and, while holding it down, depressing the appropriate key.

WITH
INDEX/RETURN CODE

WITHOUT
INDEX/RETURN CODE
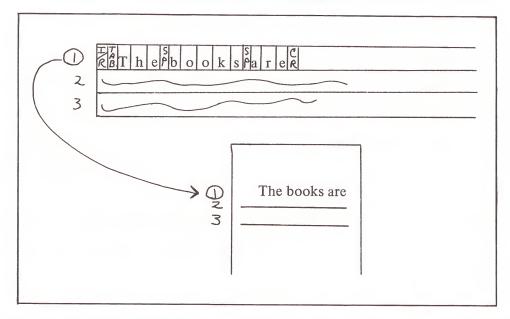
The Index/Return Code returns the Carrier to the margin and insures that all typing will begin at the left margin.

With the Index/Return Code recorded, you can be sure that your typing always will start against the margin, regardless of the position of the Carrier when you begin.

Without the Index/Return Code, however, typing will start where the Carrier is sitting, and playback may be incorrect. Eject and reinsert a card so that you will be on track number 1.
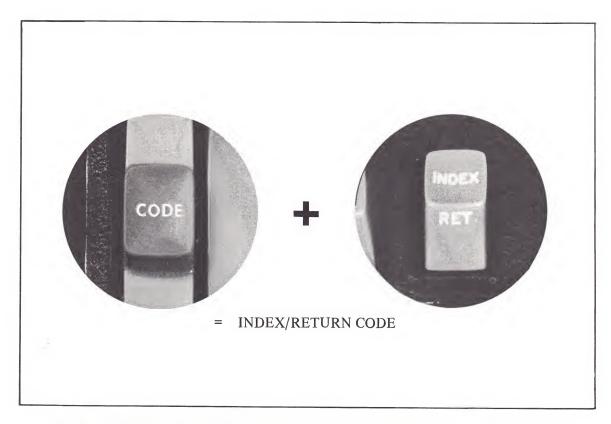
Record an Index/Return Code at the <u>beginning</u> of each new project.



The Index/Return Code (on track number 1) takes only one space on the card, even though it causes the typewriter Carrier to return to the left margin.

Using the Index/Return Code keeps the lines of your hard copy in agreement with your recorded tracks. Track 1 on the card contains the information recorded as the first line of typing on the page.

= INDEX/RETURN CODE
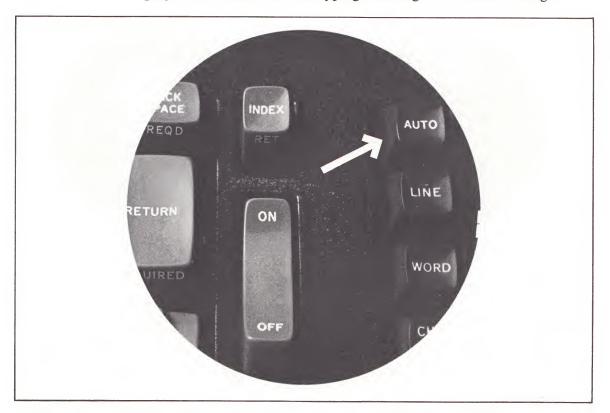
An Index/Return Code is recorded by tapping the Index Key while holding down the Code Button.  Depress Record and record an Index/Return Code.  Remember to tap the Index Key.  This will prevent recording more than one code at a time.
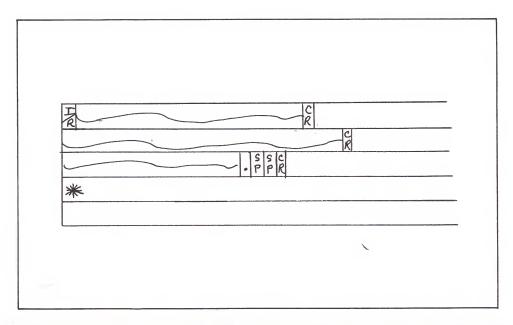
Where do you record an Index/Return Code?  Why do you use an Index/Return Code?

ANSWER:  1. An Index/Return Code is to be recorded at the beginning of each new project.
 2. An Index/Return Code is recorded at the beginning of each new project to insure that all typing will begin at the left margin.
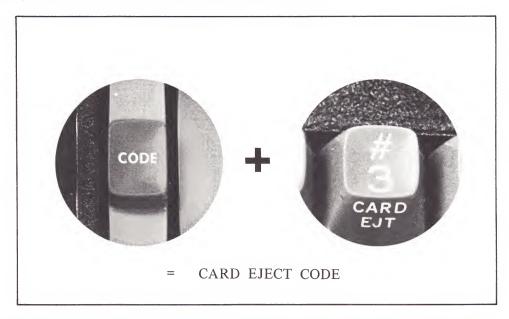


The Automatic Button will cause material to play out until some type of termination—or ending—code is read.

A termination code must end each message you type. This code will stop playback automatically.

The Card Eject Code will be the code you use most often. This code acts just the same as depressing the Card Eject Button. Once the code is recorded on the card, the machine ejects the card automatically.

CODE + #3 CARD EJT = CARD EJECT CODE
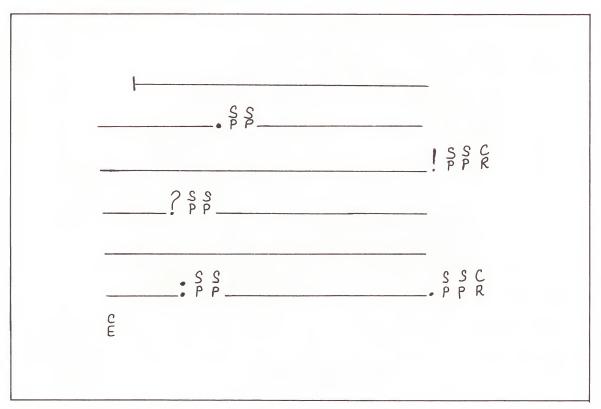
A Card Eject Code is recorded by depressing the number "3" key while holding down the Code Button. Record a Card Eject Code.

Where do you use a Card Eject Code?

Assume you have just completed recording a message and are ready for the Card Eject Code. You record it, but there is a "3" on your paper. What is wrong? How can you correct it?

ANSWER: You failed to hold the Code Button down when you depressed the "3" key. To correct this, backspace and hold the Code Button down while depressing the "3".



One more rule and you will be ready to record. Space <u>twice</u> after all ending punctuation, even when it comes at the end of a line. Ending punctuation includes the period, exclamation point, question mark, and colon.

Do Exercises 2A, 2B, 2C. Be sure to follow all the instructions.

EXERCISE 2A — Practice recording and playing back recorded material.

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 114 | 30 and 100 |
| Tabs | 47 | 35 |

Note the margins and tab setting on your hard copy.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

RECORD:

1. Load a card into the Card Unit.
2. Depress REC (Record).
3. Record an Index/Return Code.
4. Type the practice copy line for line as shown.
   a. Space twice after a period, even at the end of a line or paragraph. Periods have been circled to help you remember this spacing rule.
   b. Carrier return at the end of each typed line, <u>including the last line in a project</u>.
   c. Backspace and strike over to correct errors as you type.
5. At the end of the exercise, record a Card Eject Code.

PRACTICE COPY:

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When recording on the magnetic card, you can correct typo-

graphical errors simply by backspacing and typing over unwanted

characters.

The Backspace Key of your typewriter backs up the typewriter

carrier and, at the same time, backs up the card.  Depressing the

Backspace Key does not erase the character on the card; it merely

backs up and puts you in position to erase the error by recording

any other character in its place.

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## EXERCISE 2A — PLAYBACK

1. Depress Play.
2. Reload the card. (Pull the card out slightly; then reinsert it.)
3. Depress Auto. Playback will begin immediately with the Carrier's returning to the left margin and spacing down once and will end with the card's being ejected.

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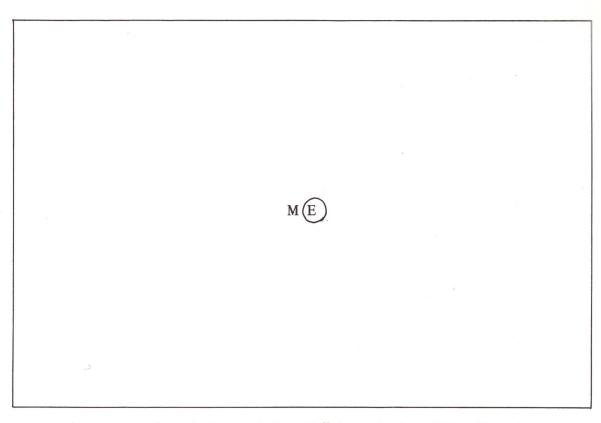
## EXERCISE 2B — Practice stopping automatic playback with the Character/Stop Button.

1. Insert the card recorded in Exercise 2A.
2. Depress Play and Auto.
3. Stop playback after a few words by using the Char/Stop Button.
4. Depress Auto again.
5. Start and stop playback every few words by using the Auto and Char/Stop Buttons alternately.

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NOTE: Rest the side of your hand on the typewriter frame with your index finger on Auto and your thumb resting lightly on or beside the Char/Stop Button. This "home row" position should be used during all playback. It will help you learn to control the buttons by touch.

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## EXERCISE 2C — Practice playing back in Line, Word, and Character

1. Reinsert the card recorded in Exercise 2A.
2. Depress Play and Auto.
3. As the first line begins typing out, depress Line.
4. Play out the second line by depressing Line again.
5. After the second line has played out, depress Word to play out several words.
6. Depress Char/Stop repeatedly to play out several characters.
7. Depress Auto to complete playback.

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┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                        M Ⓔ                              │
│                                                         │
│                                                         │
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│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
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Assume you have just recorded an "e" instead of an "a". How do you correct this?

ANSWER: Backspace and type over the incorrect letter.

EXAMPLE:

the memo $^s_p$
↑←←←←
memo $^s_p$

EXERCISE:
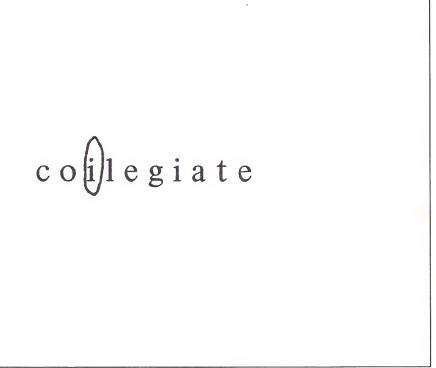
the,letter $^s_p$

Spaces record just as characters do.

In the example, a space was omitted following "the". In order to insert it, backspace to the "m", space, and retype the word "memo".

How can you change the comma to a space in the exercise?

co(i)legiate

When you back up more than one character, retype all the characters you backed over. Do not space forward. Type forward.

What steps will you take to change the "i" to an "l"? You have just typed the last "e".

ANSWER:    Backspace to the "i", type the "l", and retype the remainder of the word.

```
                                              are
                                              s
|T|T|
|R|A| Above all, remember that you b*   typing  C
|R|B|                                            R
                              that
      a rough draft.  The copy htat*you type, called  C
                                                      R

      the hard copy, will have strikeovers and  C
                                                 R

                            S  S  C
      lines crossed out.    P  P  R

      C
      E
```

To practice backspacing and striking over, type the exercise as shown.  Make the errors as you see them; type to the asterisk (*) and make the correction from that point.

When you have completed the recording, play a copy to see if it is correct.

44

| | | *is called a rough* |
|---|---|---|

T̶R̶ | T̶A̶B̶ | That is why it ts called a rough * ᶜR

draft.   Yet the magnetic card that you ᶜR

prepare at the same time will be letter ᶜR

perfect. ˢP ˢP ᶜR
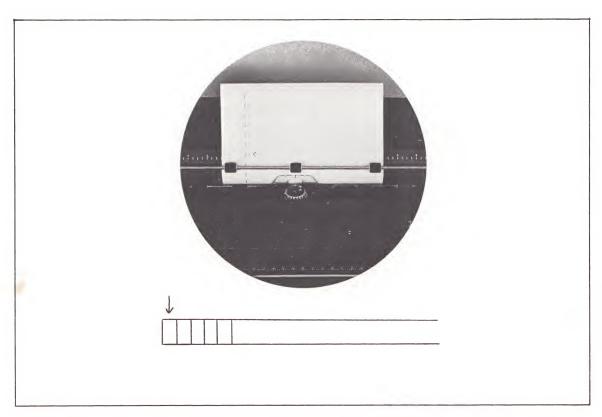
T̲A̲B̲ | The final copy and carbons will be ᶜR

error-free. ˢP ˢP ᶜR

ᶜE
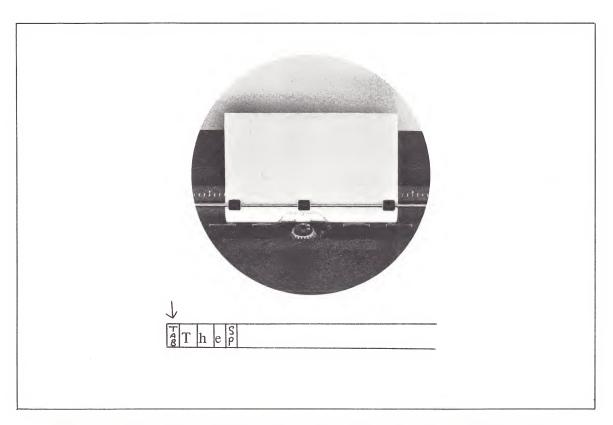
If you do not notice an error until you are several words past it, use the typamatic (repeat) action of your backspace key and rapidly back up to that point. Then make the correction and type forward.

Record the illustrated exercise.   Play back a copy.

When you are backing up typamatically and come to the margin, the Backspace Key will become inoperative, telling you that it has reached that first block on the card track.

Play out in Word to "magnetic" in the second line of the exercise you just recorded. Depress Record and back up typamatically to the margin. Did the Backspace Key become inoperative? You should be sitting over the "d" in draft. Depress Play and play out one character. Was it the "d"? If not, try that exercise again.

When the first block contains a tab, your paper and the position of your Carrier will not agree.  The tab takes up only one block on the card but may cover several spaces on the paper.

Play out to the word "copy" in the first line of the second paragraph of the last exercise.  Depress Record and back up typamatically until the Backspace Key becomes inoperative.  Did the Carrier go all the way to the margin?  It should not have.  The card, however, is on the first block of that track.  Depress Play. The first thing to play out will be a tab.
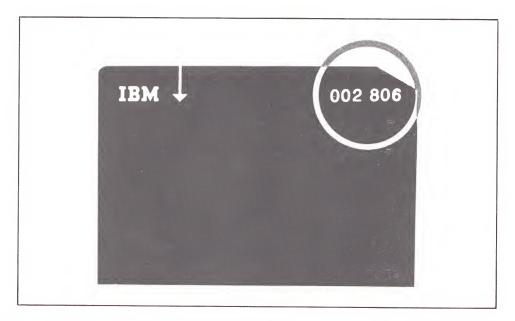
# REVIEW

1. How do you give the Mag Card "Selectric" Typewriter special instructions?

2. How do you make an Index/Return Code?

3. When and why do you use an Index/Return Code?

4. How do you make a Card Eject Code?

5. When do you use the Card Eject Code?

6. How do you correct typographical errors with the Mag Card "Selectric" Typewriter?

7. What happens to the Backspace Key when you backspace to the first block on a track?

8. What happens if the first block contains a tab?
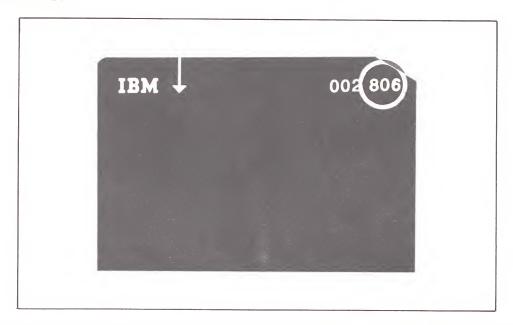
1. By recording codes.

2. While holding the Code Button down, depress the Index Key.

3. At the beginning of each new project to ensure that the Carrier always will be returned to the left margin.

4. Code plus the "3" key.

5. At the end of each page of typing.

6. By backspacing and striking over the error—this must be in Record.

7. It becomes inoperative.

8. The Carrier will not be positioned against the margin.
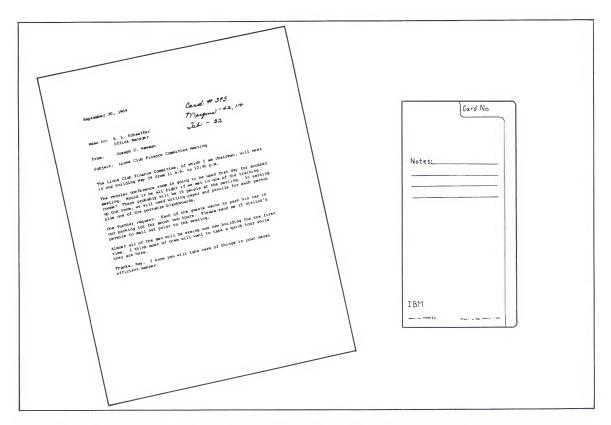
If you did not answer any of these questions correctly, review that section of the training.

The number on the card is used in maintaining a control record or log of your recorded cards. The purpose of a logging system is to assist you in finding a previously recorded card when a draft has been approved and you need to make the final copy.



The card number on each card will have six digits. However, there is a space between them so you can use only the last three for logging purposes.

Write the log number on the rough draft copy. You will also want to add the position of all tabs and margins for later playback. A port-a-pocket is provided for storing of the cards.

Log every card and keep that card stored until the letter, memo, or report is complete. Then destroy your rough draft copy and return the card to the stack of cards ready to be used again.*

*This logging system is suggested only as a basis for beginning. You may find that another system will be more efficient for your office.

# PROCEDURE FOR RECORDING*

1.  Set up typewriter — Set margins and tab stops in Play. Set up your typewriter as follows: Elite, margins at 42 and 114 with a tab at 47; Pica, margins at 30 and 100 with a tab at 35. Use double or single spacing. For this exercise, use double spacing.

2.  Insert a card — The yellow light will be on when there is not a card in the Card Unit. Should you attempt to insert a second card when one already is loaded, both cards will be ejected.

3.  Depress Record — You are now ready to record the exercise; however, let's discuss several points before you do so.

    Always begin each new project with an Index/Return Code. This will insure that typing will start against the left margin.

    Use two spaces after all ending punctuation. Any ending punctuation must be followed by two spaces. If the punctuation mark occurs at the end of a typed line, space twice; then depress the Carrier return.

    End with a Carrier return and a Card Eject Code.

    Mark out incorrect material. After your hard copy has been removed from the typewriter, draw through any incomplete or incorrect lines so that only the final recording is visible.

    Log the information.

4.  Now do Exercise 3.

*This page is given in condensed form in the back of this package for future use.

EXERCISE 3

SAVE THIS CARD FOR USE IN A LATER EXERCISE

Your typewriter should be set up already.  If it is not, go back to the Procedure for Recording and set it up according to those instructions.

Record the copy line for line as it is shown.
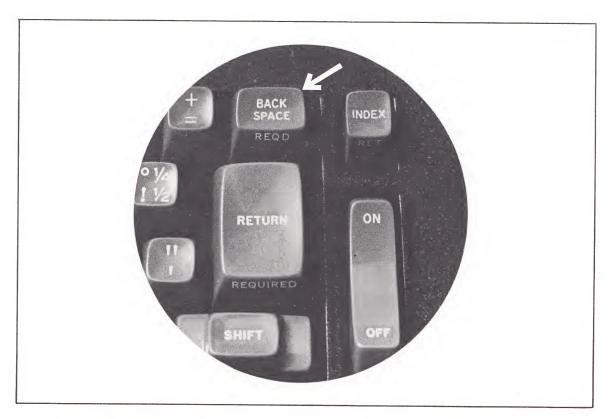
---

When recording on the magnetic card, you can correct typo-

graphical errors simply by backspacing and typing over unwanted

characters.

The Backspace Key of your typewriter backs up the typewriter

carrier and, at the same time, backs up the card.  Depressing the

Backspace Key does not erase the characters on the card; it merely

backs up and puts you in position to erase the error by recording

any other character in its place.

---
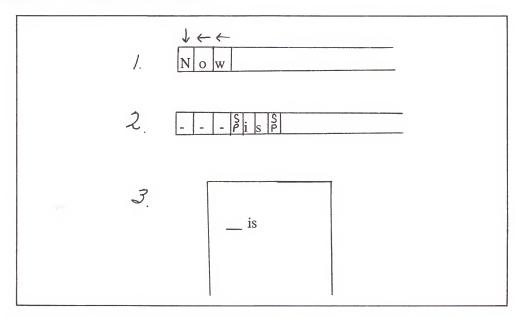
Play back the exercise.
Reinsert the card into the Card Unit.
Depress Play.
Depress Auto.
Remember to save this card.


REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.
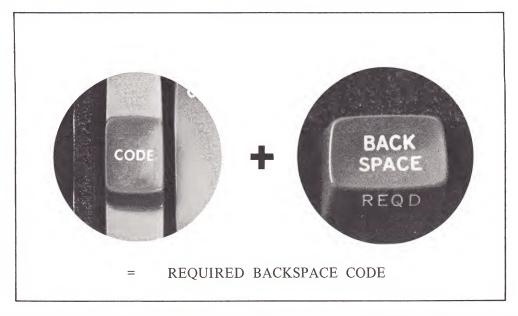
The regular Backspace Key on your typewriter causes the Carrier to back up and also causes the card in the Card Unit to back up.  Use it in Record when making typographical corrections.  The original typing is replaced by the correction or change.  Could it be used to underscore words?
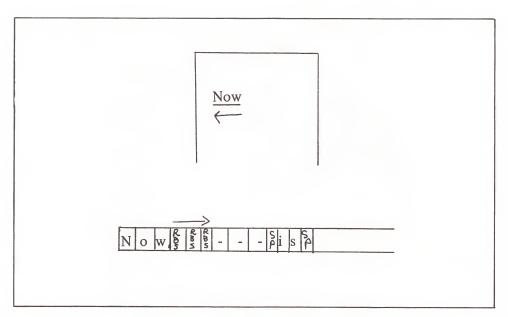
ANSWER:     No—see next frame.

1.  N o w  ↓ ← ←

2.  - - - S/P i s S/P

3.  __ is

If you backspace with the regular Backspace Key and then underscore, you will erase the word with the underscore.



CODE + BACK SPACE REQD

=     REQUIRED  BACKSPACE  CODE

The Required Backspace Code will enable you to underscore without erasing the characters.

Now
←

N | o | w | RBS | RBS | RBS | - | - | - | S.P/i | s | S.P |

The Required Backspace Code moves the Carrier back but the card forward.



Type!

1. Type

2. Type RBS RBS RBS RBS

3. Type RBS RBS RBS RBS - - - -

4. Type RBS RBS RBS RBS - - - - ! S.P S.P

When underscoring, type the characters. Immediately following the last character, use the Required Backspace Code and back up to the beginning of the word. Underscore forward, ending with the punctuation and/or space.

When several consecutive words are to be underlined, it is best to underscore them one word at a time. Do Exercise 4, following the instructions.

EXERCISE 4 — Practicing recording material with underscored words

RECORD:

1.  Depress Record.
2.  Record an Index/Return Code.
3.  Type the paragraph line for line as shown.  Remember to record Required Backspace Codes (Code Button and Backspace Key) to reposition for underscoring the words..
4.  At the end of the exercise, record a Card Eject Code.

PRACTICE COPY:

---

When underscoring words, always underscore them one at a
time. A series of underscored words which was on one line when
recorded may be divided when revised and played back in Adjust.
You can skip one of a series of underscored words if each word
was underscored individually.

---

PLAYBACK:

Depress Play and Auto.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

## STEPS FOR CENTERING

1. Tab to center of paper.

2. Use a Required Backspace Code
   for every two characters.

3. Type the word or words.

In order to center with the MC/ST, simply follow the method of centering learned in typing class. Tab to the center of the paper. Backspace once for every two characters of the material to be centered, and then type. However, instead of using the regular Backspace Key, use the Required Backspace Code Button. In this way, the backspacing will record.

Do Exercise 5. Follow the instructions that are given.

EXERCISE 5 — Practice centering lines of copy

TYPEWRITER ADJUSTMENTS:

Set a tab for the center point on your paper (78 for elite, 65 for pica).

RECORD:

1. Depress Record.
2. Record an Index/Return Code.
3. Center the lines in the practice copy.
4. Record a Card Eject Code at the end of the exercise.

PRACTICE COPY:

---

OFFICE HOURS


8:00 A. M. to 12:00 Noon and 1:00 to 5:00 P. M.
Monday through Friday
Saturday:  8:00 A. M. to 12:00 Noon


SUMMER SESSION
7:30 A. M. to 12:00 Noon and 1:00 to 4:00 P. M.
Monday through Friday
Saturday:  8:30 A. M. to 12:00 Noon

---

PLAYBACK:

Depress Play and Auto.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

The Card

When centering underscored titles, use both the procedure for centering and for underscoring.

You are now ready for Exercise 6.

EXERCISE 6 — Practice recording copy with a combination of centered and underscored words

RECORD:

1. Record an Index/Return Code.
2. Center the lines of practice copy, typing line for line.
3. Use typamatic action on recording the Required Backspace Codes and the underscores wherever possible.
4. At the end of the exercise, record a Card Eject Code.

PRACTICE COPY:

---

<u>AGENCY</u> <u>CONTRACT</u>

between

<u>HERBERT</u> <u>A.</u> <u>BROWN</u>

and

<u>ALEXANDER</u> <u>J.</u> <u>STEPHENSON</u>

---

PLAYBACK:
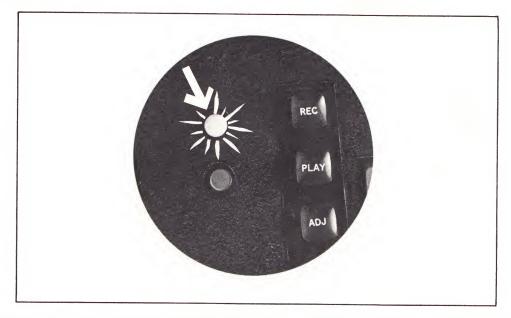
Depress Play and Auto.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

<div style="border:1px solid black;">
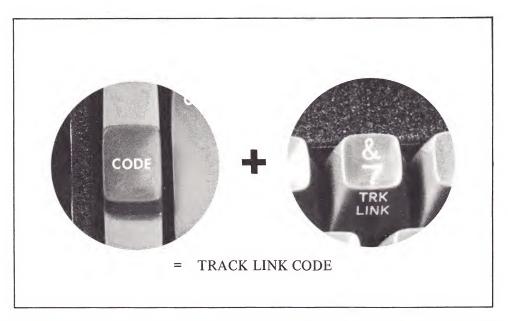
**TAYLOR CUNNINGHAM CONSTRUCTION COMPANY**

has 129 characters

when recorded properly on a

card.

</div>

Occasionally, when you are underscoring, you will need to type more than 100 characters for one line. In this case, the 100 character track length will not be long enough.
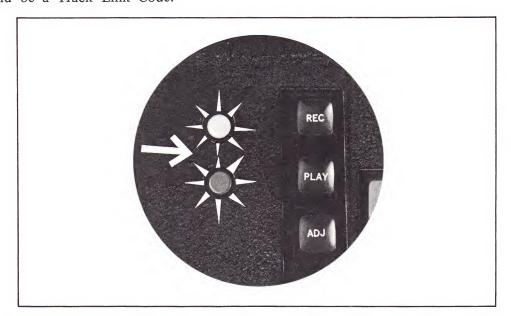


When you type character number 99, the yellow light will come on to warn you that you have reached track limit. At this point you have one block in which to record something that will move the card to the next track.

=  TRACK LINK CODE

A Track Link Code connects the track on which you are typing with the next one without returning the carrier. When you record the Track Link Code, the yellow light goes out.

So remember, when the yellow light comes on, the next character recorded should be a Track Link Code.



If you type in block 100, both the yellow and red lights will come on. If this happens, simply backspace once and put in the Track Link Code.

Do Exercise 7.

EXERCISE 7 — Practice linking two recording tracks

RECORD:

1.  Record an Index/Return Code.
2.  Center the lines of practice copy, typing line for line.
3.  Use typamatic action on recording the Required Backspace Codes and the underscores wherever possible.
4.  When the red light comes on:
    a.  Backspace once.
    b.  Record a Track Link Code.
    c.  Continue typing.
5.  At the end of the exercise, record a Card Eject Code.

PRACTICE COPY:

---

<div align="center">

TAYLOR CUNNINGHAM CONSTRUCTION COMPANY

MINUTES OF

ORGANIZATIONAL MEETING OF DIRECTORS

</div>

---

PLAYBACK:

Depress Play and Auto.
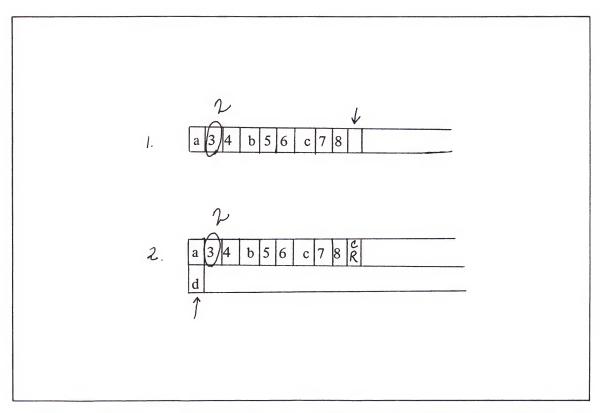

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

# REVIEW

1. What code do you use when underscoring?

2. What code do you use when centering?

3. What does the Track Link Code do?  When do you use it?

# ANSWERS
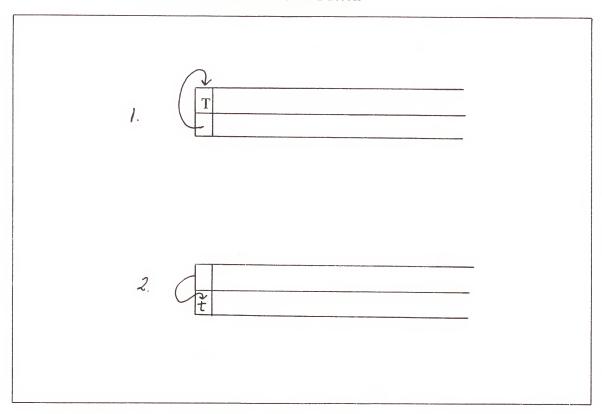
1. Required Backspace Code

2. Required Backspace Code

3. Links two tracks together. This would be used when you need more than 100 characters per line of typing.

2

1.　| a | 3 | 4 | b | 5 | 6 | c | 7 | 8 | | | ↓

2

2.　| a | 3 | 4 | b | 5 | 6 | c | 7 | 8 | $^C_R$ |

| d |
　↑

In example 1, how can you change the "3" to a "2" if you are at the arrow?

In example 2, what would you do?　(You cannot just backspace and type over that one.　You must track back.)　Which button moves to a lower-numbered track?

ANSWER:   1.   Backspace and strike over the "3".  Type forward.
          2.   a.   You track back one track, play out the "a", and strike over
                    the "3".  Be sure you are in Record when you make the
                    correction.
               b.   Left Track Selector Button



Any time you use the left Track Selector Button, you will be on the first character of the preceding track.  (Example 1)

When using the right Track Selector Button, you will be on the first character of the following track.  (Example 2)

Record and play back Exercise 8.  Be sure to follow the instructions.

EXERCISE 8 — Practice repositioning to correct errors while recording

RECORD:
1. Type the exercise line for line as shown, using today's date. There are many deliberate errors in this exercise. They are circled. Type exactly what you see printed in the practice copy until you come to an asterisk. This is the point at which you "notice" the preceding circled error. Then go back and make the correction.
2. Remember to space twice after any punctuation mark ending a sentence, no matter where it falls.
3. Correct each error. If you need to, use the step-by-step instructions below.

1. Record to asterisk No. 1.

2. Press lightly on the left Track Selector to back up one track on the card. (The card is now over the "i" at the beginning of the line.)

3. Retype the entire line, inserting a space between the words "in" and "our".

4. Record to asterisk No. 2.

5. Carrier return. (The Carrier is now at the left margin over a clean line on the paper; the card is at the beginning of this new track.

6. Press lightly on the left Track Selector twice. (The card is over the "u" in the word "up".)

7. Depress Play. Depress Word four times, playing out "up the room, we".

8. Depress Record. Retype the remainder of the line and to asterisk No. 3.

9. Press lightly on the left Track Selector three times to go back three tracks on the card (once for the blank line, once for the line beginning with the word "permits", and once for the line beginning with the word "our"). The card is now resting over the "o" in "our".

10. Depress Play. Depress Line to start the line playing back. Near the end of the line depress Word to interrupt playback. Play out in Word through the number "15".

11. Depress Record. Retype the word "visitor's", substituting an apostrophe for the quote mark shown. End with a Carrier return.

12. Depress Play and Line. Play out the next line from the card. (This line already had been recorded before the error was discovered.)

13. Depress Record. Type to asterisk No. 4.

14. Carrier return. (The Carrier is now at the left margin over a clean line on the paper. The card is at the beginning of a new track.)

15. Depress the left Track Selector four times to position the card over the letter "t" in the line containing the error.

16. Record the line. Insert a period where it was originally left out and rerecord the Carrier return.

17. Depress Play and Line to play out the two lines correctly recorded before the error was discovered. (One is a Carrier return standing alone.)

18. Depress Record. Complete the memorandum, ending with a Card Eject Code.

PLAY BACK:
Depress Play and Auto.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

**PRACTICE COPY:**


(Today's Date)



Memo to:   R. L. Schaeffer
           Office Manager

From:      Joseph C. Newman

Subject:   Lions Club Finance Committee Meeting


The Lions Club Finance Committee, of which I am chairman, will meet
(inour) building May 29 from 11 a.m. to 12:30 p.m.
#1
The regular conference room is going to be used that day for another
meeting.  Would it be all right if we met in one of the training
rooms?  There probably will be 15 people at the meeting.  In setting
up the room, we(wil) need writing paper and pencils for each person
plus one of the portable blackboards.
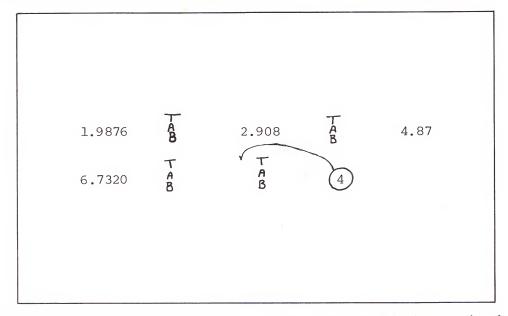
One further request.  Each of the guests wants to park his car in
our parking lot for about two hours.  Please send me 15 visito(r"s)
permits to mail out prior to the meeting.

3* Almost all of the men will be seeing our new building for the first
time.  I think most of them will want to take a quick tour while
they are her(e)

Thanks, Ray.  I know you will take card of things in your usual
efficient manner.

```
     1985              ⊘85            .09
     1987             1,670           .75


     Cat              Dog            P⊘t
     Monkey           Tiger          Zoo


     Hawaii           Flowers        Sun
     Alaska           Eskimos        Snow
```

If you make a typographical error while typing tabular work, backspace and
strike over just as you would in text typing.

```
                   T                 T
   1.9876          A     2.908       A      4.87
                   B                 B

                         T   ____
                   T     A        ⌒
   6.7320          A     B       (4)
                   B
```

If you make an error on a tab, Carrier return and track back to make the
correction. The illustration shows an error caused by tabbing twice instead of once.
Carrier return and track back to that track. Either play out the good portion of
the line or rerecord all of that track.

Do Exercise 9.

EXERCISE 9 — Practice recording tabular material

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 47 and 108 | 30 and 100 |
| Tab Stops | 78, 93, 103 | 65, 77, 90 |

SAVE THIS CARD AND YOUR HARD COPY FOR USE IN A LATER EXERCISE.

RECORD:

1. Record an Index/Return Code.
2. Record the exercise line for line as shown.
3. Record a Card Eject Code.

PRACTICE COPY:

---

CHANGES IN ECONOMIC ITEMS 1955-1965

(Measured in Current Dollars)

| ITEM | 1955* | 1965* |
|---|---|---|
| Gross National Product | 398 | 676 |
| National Income | 331 | 555 |
| Personal Income | 311 | 531 |
| Disposable Personal Income | 275 | 465 |
| Personal Consumption Expenditures | 254 | 429 |
| Personal Taxes | 36 | 65 |
| Compensation of Employees | 224 | 392 |
| Corporate Profits | 47 | 73 |
| Dividends | 10 | 19 |

*In billions of dollars

---

PLAYBACK:

1. Depress Play and Auto.
2. Depress Line as "Personal Consumption Expenditures" begins to play out.
3. Play out the next four tracks in Word to observe:
   a. If there are several words in a column, all but the last will end with a space. The last word in the column ends with either a tab or a Carrier return.
   b. Each space recorded to move from the tab stop to the point where typing begins will be read as a separate word.
   c. The center tab (set in addition to tabs for each individual column) will be read as a separate word.
4. Remember to save this card and your hard copy for use in a later exercise.
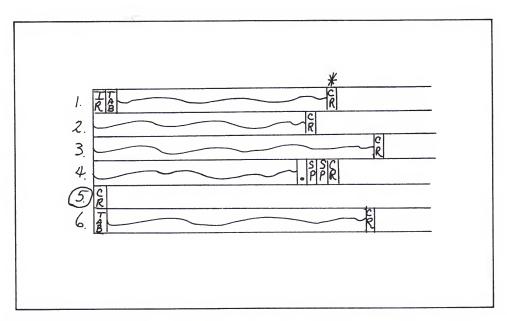
REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

## REVIEW
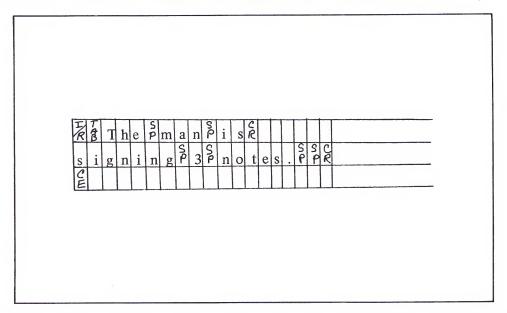
1.  The _____ Track Selector Button moves the card to the first character on the preceding track.

2.  The _____ Track Selector Button moves the card to the first character on the following track.

# ANSWERS
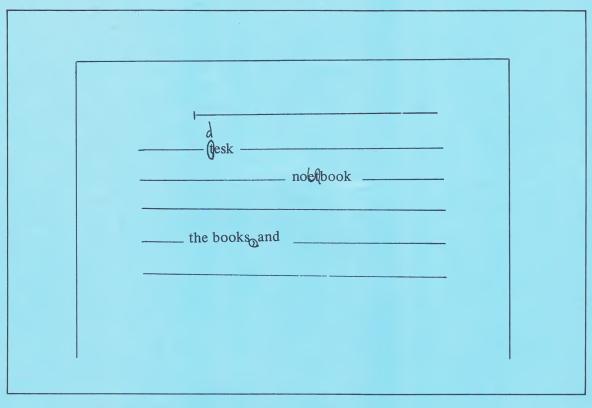
1. Left

2. Right

In order to make changes on a card, you should understand what a recorded card looks like. Each typed line takes up one track. The Carrier return ends it each and every time. If you have two Carrier returns between paragraphs, the second one takes up a track by itself. Look at track number 5.



Each letter, number, space, Carrier return, or special control code takes up only one block on the card.

desk

notebook

the books, and

Proofreading errors are those that you locate while proofreading the final copy. They will consist of such things as typographical errors, transposed characters, or an omitted comma.

Proofread one paragraph; then start playback for the final copy. Continue to read one paragraph ahead. If you discover an error, stop playback before that line or word.

d
(desk

te
noetbook .

To correct a proofreading error which requires the same number of characters, play out to the error and depress Record. Type over the incorrect character or characters. Depress Play to continue.

(b)
the /ook and

c
the book and R

To correct an error requiring that you add or delete a character or characters, play out to the error and depress Record. Make the correction and rerecord the remainder of that line, ending with a Carrier return. Depress Play and continue.

EXERCISE 10 — Practice Proofreading

Record this exercise, making the obvious errors.  You will correct them during playback.

---

We are sending you a copy if this document so that you and your staff

might be fully informed on all aspects of reporting to the government agencies

with which you have contracts.

We notice that contractors very often prepare the required reports in

a variety of styles and formats.  If the recommendations contained in this

pamphlet are followed by everyone, unifomrity of report style will be assured.

---

Proofread one paragraph; make the correction; then start playback for the final copy.  Continue to read one paragraph ahead.  Stop playback before the next error in Line or Word.  Make that correction and finish playback.

---

We are sending you a copy (if) *of* this document so that you and your staff

might be fully informed on all aspects of reporting to the government agencies

with which you have contracts.

We notice that contractors very often prepare the required reports in

a variety of styles and formats.  If the recommendations contained in this

pamphlet are followed by everyone, uniform̂ity of report style will be assured.

---

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

82

Some hints for recording and playing back material at a maximum speed are given here.  You will want to incorporate them immediately into your use of the Mag Card "Selectric" Typewriter.

1. Type at your fastest speed.  Don't worry about errors.  Backspace and strike over quickly.  Make this a habit.

2. Record every letter, report, etc., on inexpensive yellow paper or on continuous form paper.  Record one page per card.

3. Record several pages before playing back any material.
   Example:  Transcribe for an hour and then play back the material*
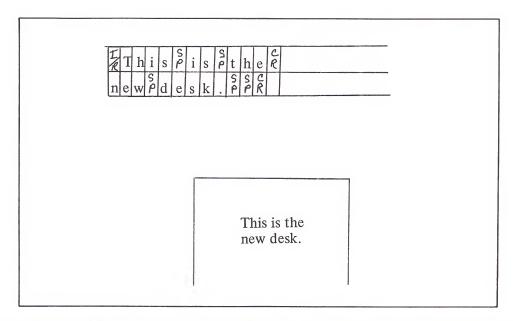
4. Proofread one paragraph ahead and make corrections as you play out.

*Give your boss the rough draft and let him make any corrections he wishes. Then play back the final copy.
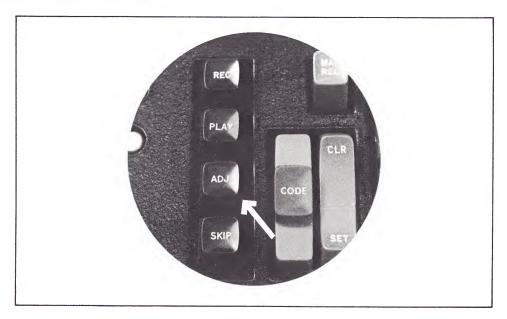
To receive maximum benefit from your Mag Card "Selectric" Typewriter you will want to complete this training package. However, it would be good practice to use your new typewriter for "real" work a few hours before proceeding. You now have the knowledge necessary to record and play back routine correspondence.

Refer to the material you have completed when you have questions.

| I/R | T | h | i | s | sP | i | s | sP | t | h | e | CR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| n | e | w | sP | d | e | s | k | . | sP | sP | CR | |

This is the
new desk.

In Play, the MC/ST plays back exactly as you recorded the information on the card, track for track.  If you want to add or delete material from the original copy, the lines will vary from their original lengths, will they not?  Therefore, you need a playback that will change the line length to fit the new copy.  This playback is called ADJUST.



Adjust will play back the recorded information according to the margin settings. You will need both left and right margins.

Do Exercise 11.  Any material given in the instructions that you have not had will be discussed in the next few pages.

EXERCISE 11 — Practice playing back in Adjust

TYPEWRITER ADJUSTMENTS:

Use the same card margins, tab setting, and line spacing you used in Exercise 3—check you log.

PRACTICE COPY AS RECORDED IN EXERCISE 3:

---

When recording on the magnetic card, you can correct typo-

graphical errors simply by backspacing and typing over unwanted

characters⊙


The Backspace Key of your typewriter backs up the typewriter

carrier and, at the same time, backs up the card. Depressing the

Backspace Key does not erase the characters on the card; it merely

backs up and puts you in position to erase the error by recording

any other character in its place⊙

---

PLAYBACK:
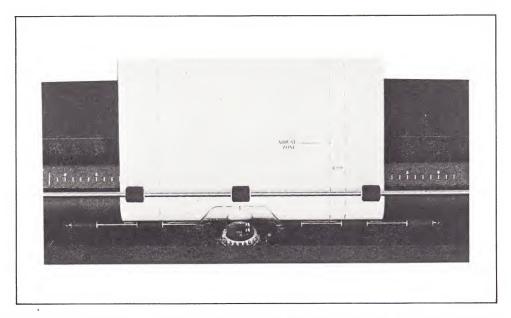
1. Depress Play and Auto.
2. Observe that in Play the recorded Carrier returns <u>always</u> cause the Carrier to return to the left margin. The copy plays out exactly as it is recorded on the card.

PLAY BACK AGAIN:
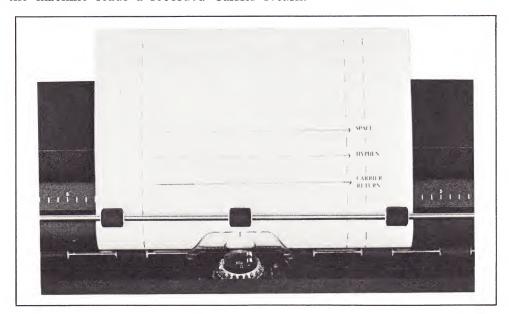
1. Reset the margins at 47 and 107 (elite) or 35 and 93 (pica).
2. Set a new tab for the five-space paragraph indention.
3. Set the Line Space Lever for <u>single</u> spacing.
4. Reinsert the card into the Card Unit.
5. Depress Adjust and Auto.
6. You do not need to save this card any longer.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.
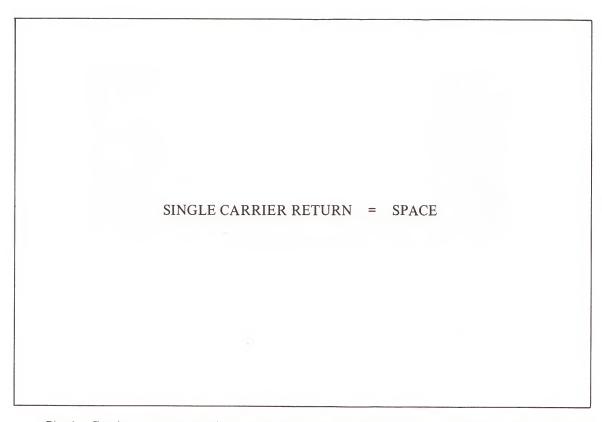
When you depress the Adjust Button, the MC/ST sets up an Adjust Zone approximately four to six spaces before the actual typewriter margin.
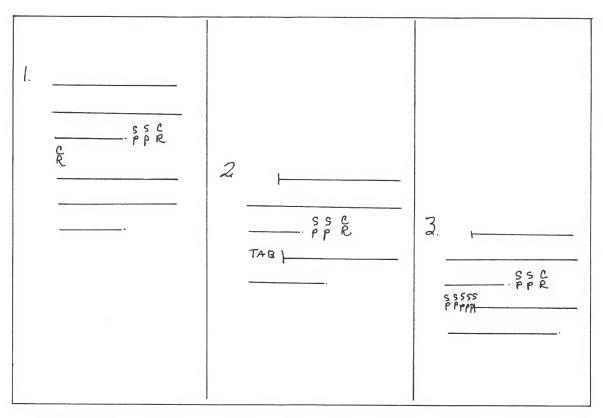
The MC/ST will return the Carrier when it is in this Adjust Zone rather than when the machine reads a recorded Carrier return.



Once the Carrier reaches the Adjust Zone, it will be returned on the very next space, hyphen, or Carrier return.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│              SINGLE CARRIER RETURN   =   SPACE                     │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Single Carrier returns read outside the Adjust Zone are treated as spaces. Since single Carrier returns are converted to spaces, the MC/ST must have another way of recognizing paragraphs.
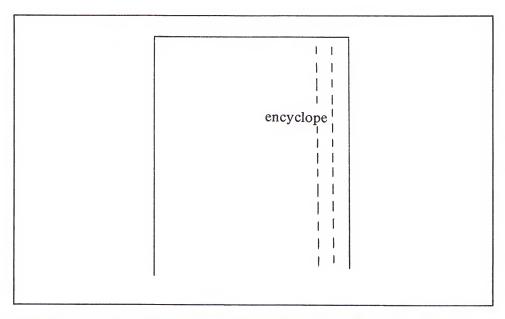
While the machine changes a single Carrier return to a space in Adjust, it will honor two Carrier returns in a row. (Example 1)

It also will honor one Carrier return followed by a tab. (Example 2)

If you prefer to space instead of tab for the paragraph, the MC/ST will honor this also. (Example 3) Isn't one of these the way you make paragraphs now?

```
 ___.§§ _____!§§ _____.)S S
    PP        PP          P P

                                    *
 ___?ss _____:§§ _____.↵S S C
    PP       PP         P P R
```
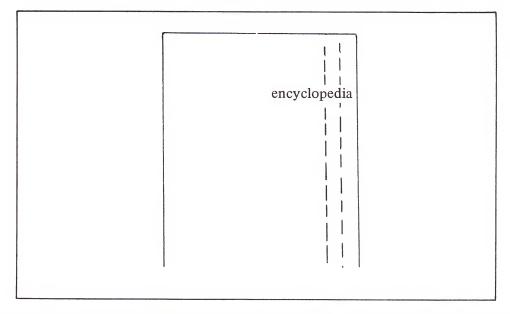
Remember the rule to space twice after ending punctuation, even when it falls at the end of a recorded line?   This space before the Carrier return insures your having two spaces at the end of a sentence if, in Adjust playback, the sentence ends in the middle of a line.

Don't worry about having the two spaces plus a Carrier return.   The machine always drops the Carrier return when it is recorded after two spaces.
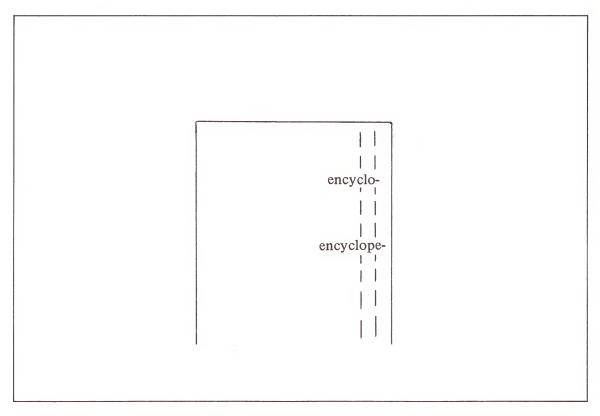
Occasionally, a word that is longer than the Adjust Zone will start typing before the Carrier return reaches the Zone and will not finish before it reaches the margin.

When this happens, the machine will stop at the margin. You can decide then whether to hyphenate the word or let it finish playing out beyond the margin.



To let a word finish typing out on the same line, depress the Auto Button. The word will type out, the Carrier will return automatically, and playback will continue as usual.

```
                    | |
                    | |
         encyclo-
                    | |
                    | |
         encyclope-
                    | |
                    | |
                    | |
```

If you decide to hyphenate instead of playing out the word beyond the right margin, merely type a hyphen and press Auto. The Carrier will return and playback will continue.

When the machine stops in the middle of a syllable, as it did in the second illustration, play out in Character until you come to the end of a syllable. Then type the hyphen and press Auto.

Do Exercise 12, following all the instructions.

EXERCISE 12 – Practice playing out copy containing words longer than the Adjust Zone

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
| --- | --- | --- |
| Margins | 42 and 114 | 30 and 100 |
| Tabs | 47 | 35 |

Note the card number and these settings on your log.

RECORD:

Type the exercise as shown, ending with a Card Eject Code.

PRACTICE COPY:

---
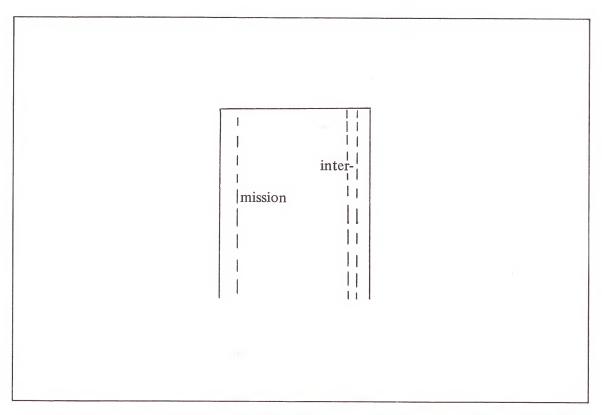
```
     There are times when extremely long words, such as iconoclastic,

inadmissibility, hydrometallurgy, nonprofessional, sesquipedalian, or

philosophical will begin before and not be completed within the

Adjust Zone
```

---

PLAY BACK:

1. Reset margins to 42 and 108 (elite) or 30 and 94 (pica).
2. Depress Adjust and Auto.
3. Observe the Carrier stop at the right margin before completing "iconoclastic" at the end of the first line.
4. Play out in Character until you reach the end of a syllable (i-con-o-clas-tic).
5. Manually type a hyphen.
6. Depress Auto to return the Carrier and continue playback.
7. Repeat similar steps for any additional hyphens needed. The syllable breaks on all the words given here for easy reference:

   in-ad-mis-si-bil-i-ty
   hy-dro-met-al-lur-gy
   non-pro-fes-sion-al
   ses-qui-pe-dal-ian
   phil-o-soph-i-cal

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                      ┌──────────────┐                   │
│                      ┊       ┊  ┊                        │
│                      ┊       ┊  ┊                        │
│                      ┊       ┊  ┊                        │
│                      ┊  inter-┊                          │
│                      ┊       ┊  ┊                        │
│                   ┊mission   ┊  ┊                        │
│                      ┊       ┊  ┊                        │
│                      ┊       ┊  ┊                        │
│                      ┊       ┊  ┊                        │
│                      └───────┊──┊                        │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```
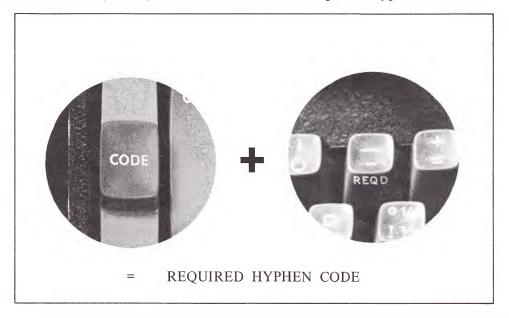
As you have just experienced, you will hyphenate a long word which falls at the end of a line manually in Adjust playback.   More often, hyphens are <u>recorded</u> on the card.   This occurs because you reach the right margin during record before reaching the end of a long word.

No special procedure is required for these syllable hyphens; just type them normally.

In Adjust, syllable hyphens will be used when they fall in the Adjust Zone. When the hyphen is not needed because the word types out in the middle of a line, it will not print.

mother-in-law

X-ray

By-laws

HA-1 2304

In such words as mother-in-law or X-ray, the hyphens are required—they always must be there. They always will be recorded as Required Hyphen Codes.



=     REQUIRED HYPHEN CODE

The Required Hyphen Code is recorded by depressing the Code Button and, while holding it down, depressing the hyphen key.

```
The seasons of the year--spring, summer, fall, and winter--
are not capitalized.


The seasons of the year - spring, summer, fall, and
winter - are not capitalized.
```

Dashes also are required hyphens, whether two hyphens or space/hyphen/space. Use the style you prefer.   Just remember that the hyphens must be Required Hyphen Codes.

EXERCISE 13 — Practice recording hyphens and dashes

SAVE THIS CARD FOR USE IN A LATER EXERCISE.

RECORD:

1.  Record the exercise line for line as shown.
2.  When recording syllable hyphens to divide a word at the end of a line, type them just as you see them—no special procedure.
3.  When recording required hyphens and dashes, record a Required Hyphen Code.

PRACTICE COPY:

---

It does not matter whether the hyphen appears in a hyphenated

word such as mother-in-law, pre-Columbian, or HA-0617--words which

require hyphens under all circumstances--or whether the hyphen was

typed to divide a long word at the end of a line.  In both situa-

tions the carrier will return to the left margin in Adjust play-

back if the hyphen falls in the Adjust Zone.  The type-

writer carrier--in Adjust--always returns when the machine reads

a space, hyphen, or carrier return in the Adjust Zone.

---

PLAY BACK:

1.  Change right margin to 120 (elite) or 90 (pica).
2.  Depress Adjust and Auto.
3.  Observe playback to see which hyphens print and which do not.
4.  Observe the Carrier return when the machine reads a hyphen in the Adjust Zone.
5.  Remember to save this card for use in a later exercise.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 114 | 30 and 100 |
| Tabs | 52 and 78 | 40 and 65 |

Record this exercise using all of the information you have been given. When you have completed the recording, play it back in Adjust. Change the margins to 42 and 102, Elite and 35 and 95, Pica.

Remember: Words must be underlined one at a time.

---

(Today's Date)

To:       Robert N. Peterson
             Project Engineer

Subject:  Contract No. 167-345 - Houston Apartments

The contract and performance bond S-486-32 covering this project are enclosed.

You will be happy to know that we expect to complete this job prior to the date required by the Terms and Specifications of the contract unless we are delayed by adverse weather conditions.

                            William R. Lee
                            Site Supervisor

WRL/sh

Enclosures 2

---

**DID YOU RECORD THE REVIEW EXERCISE LIKE THIS?**  If not, retype it, putting in the proper codes.

---
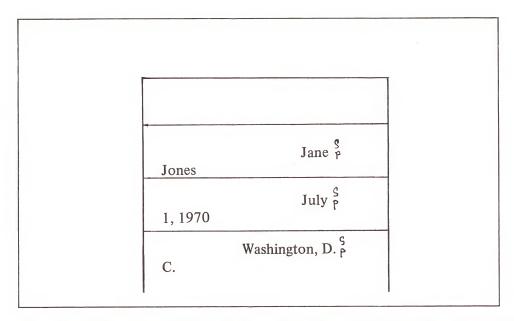
(Today's Date)

Track Link required in Subject Line

To:        Robert N. Peterson
           Project Engineer          Required Hyphens

Subject:   Contract No. 167-845 - Houston Apartments          Required Backspace Codes

The contract and performance bond S-486-32 covering this pro-
ject are enclosed.

                                                    Syllable Hyphens

You will be happy to know that we expect to complete this job
prior to the date required by the Terms and Specifications of
the contract unless we are delayed by adverse weather condi-
tions.

Two spaces after ending punctuation

                    William R. Lee
                    Site Supervisor

WRL/sh

Enclosures 2

|  |
| --- |
| Jane $\begin{smallmatrix}S\\P\end{smallmatrix}$ |
| Jones |
| July $\begin{smallmatrix}S\\P\end{smallmatrix}$ |
| 1, 1970 |
| Washington, D. $\begin{smallmatrix}S\\P\end{smallmatrix}$ |
| C. |
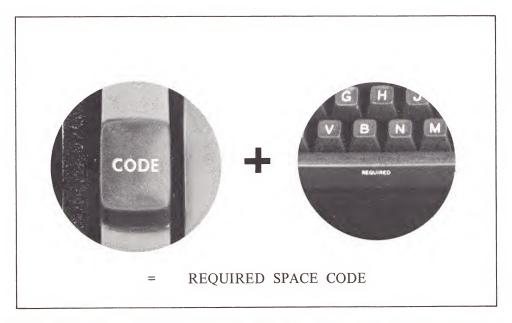
Because the Carrier will return as soon as it reads a space, hyphen, or Carrier return in the Adjust Zone, names, dates, or abbreviations may be divided at the end of a line in Adjust. This, of course, is not correct. These items should be on one line.



CODE + [GHJ VBNM REQUIRED] = REQUIRED SPACE CODE
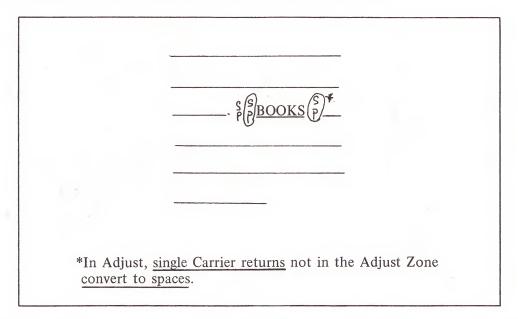
Spaces which <u>never</u> must be read in the Adjust Zone as Carrier returns can be recorded as Required Space Codes. They always will act as spaces and will not convert to Carrier returns in the Adjust Zone.

```
┌─────────────────────────────────────────────┐
│                                             │
│      ┌──────────────────────────────┐       │
│      │                              │       │
│      │                    HA1⊖      │       │
│      │        3208                  │       │
│      │                              │       │
│      │                              │       │
│      │                              │       │
│      │                              │       │
│      │                              │       │
│      └──────────────────────────────┘       │
│                                             │
└─────────────────────────────────────────────┘
```

Numbers containing hyphens should print on one line. To prevent the division of such numbers, change from Adjust to Play and from Auto to Word in the line containing the number. When the number has played out, manually return the Carrier and change back to Adjust and Auto.
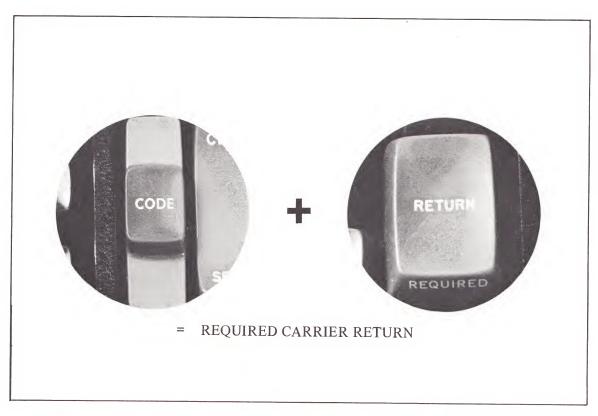
As you know, a Carrier return can be converted to a space in Adjust. There will be times when you will want single Carrier returns to act as Carrier returns and __not__ to convert to spaces, such as in the heading shown here.

*In Adjust, single Carrier returns not in the Adjust Zone convert to spaces.

If the heading were recorded with regular Carrier returns before and after it, then played back in Adjust, it would play out like this.

| RECORDING | PLAYED BACK IN ADJUST |
|---|---|

RECORDING

Date

⎯⎯⎯⎯⎯ (cr)
⎯⎯⎯⎯⎯ (cr)
⎯⎯⎯⎯⎯ (cr) :
Dear Joe:

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯ .

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯ .

Sincerely,

James Smith (cr)
Sales Representative

JS/ab

PLAYED BACK IN ADJUST

Date

⎯⎯⎯ (S/P) ⎯⎯⎯ (S/P) ⎯⎯⎯
Dear Joe:

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯ .

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
⎯⎯⎯⎯⎯⎯⎯

Sincerely,

James Smith (S/P) Sales Representative

JS/ab

Also, how about inside addresses in letters?  When played back in Adjust, they will play back on one line when the single Carrier returns are converted to spaces. So you require the Carrier to return on these short lines just as you do for side headings.

=    REQUIRED CARRIER RETURN

A Required Carrier Return Code always will act as a Carrier return in Adjust or Play.

| RECORDING | PLAYED BACK IN ADJUST |
|---|---|
| Date | Date |
| _____ (RCR) | |
| _____ (RCR) | |
| _____ (RCR) | |
| Dear Joe: | Dear Joe: |
| Sincerely, | Sincerely, |
| James Smith (RCR) | James Smith |
| Sales Representative | Sales Representative |
| JS/ab | JS/ab |

This letter was recorded again, this time using Required Carrier Return Codes. Do Exercise 14, using Required Carrier Return Codes where they are needed.

EXERCISE 14 — Practice recording short lines for Adjust playback

RECORD:

1.  Record the first heading line, followed by a Required Carrier Return.
2.  Record the paragraph pertaining to the Budget Department.  At the end of the last line of this paragraph, record a Required Carrier Return.
3.  Do the same for the other headings and paragraphs.

PRACTICE COPY:

---

BUDGET

The Budget Department is at the present time compiling figures for

the second half of 1970.  Projections for materials, labor, and

overhead are vague at this time; complete figures should be avail-

able by year's end.

DIRECT MAIL

Activity in the Direct Mail Department has increased 28% in the

first six months of this year.  Greater utilization by the sales
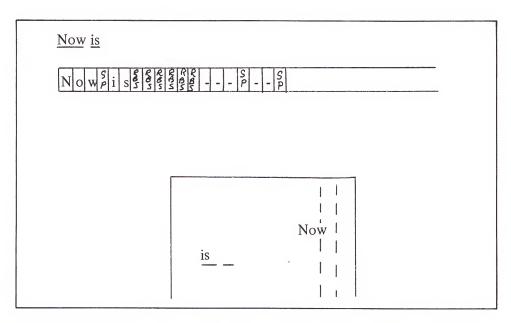
force is given as the reason.

PERSONNEL

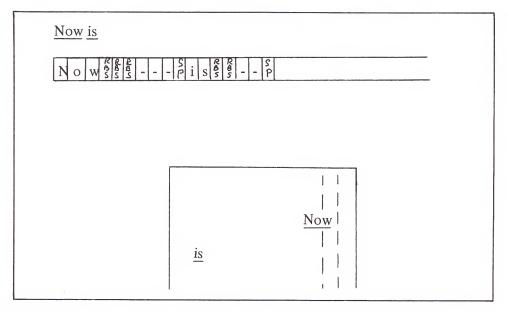Increases in staff needs have burdened the Personnel Department.

They are running behind projections at this time.  Even with recent

college graduates, they will not meet their objectives for end-of-

year staffing.

---

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

Now <u>is</u>

| N | o | w | SP | i | s | RBS | RBS | RBS | RBS | - | - | - | SP | - | - | SP |

Now

is ____

How do you underscore words?  By using the Required Backspace Code. Remember—you should only underscore one word at a time.  The spaces should not be underscored.  The MC/ST recognizes words by reading a space.  The Required Backspace Codes and underscores must be part of each individual word for playing back in Adjust.

The illustration shows words that were underscored <u>incorrectly</u> and then played back in Adjust.
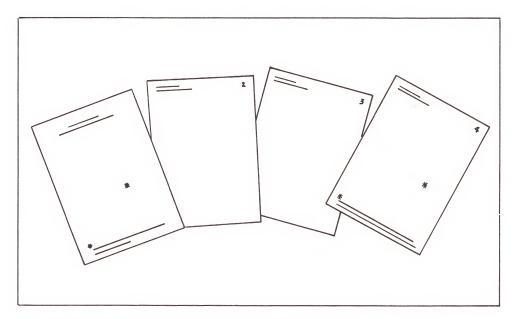
Now <u>is</u>

| N | o | w | RBS | RBS | - | - | - | SP | i | s | RBS | RBS | - | - | SP |

<u>Now</u>

<u>is</u>

These words were underscored <u>correctly</u> and played back in Adjust.  Underscore <u>one</u> word at a time.
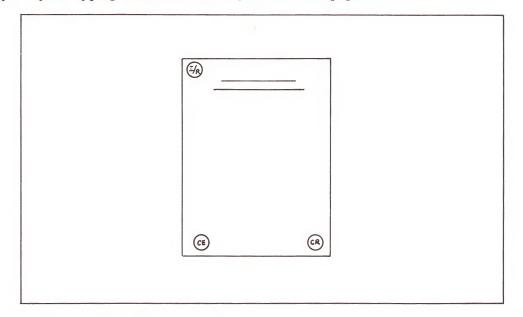
# REVIEW

1. _____ plays back material as it is recorded on the card—track for track.

2. _____ plays the material back according to the margin settings.

3. When the MC/ST reaches the Adjust Zone, it returns the Carrier on one of the following: _____, _____, or _____.

4. What happens to single Carrier returns outside the Adjust Zone?

5. How does the MC/ST recognize paragraphs in Adjust?   (three ways)

6. You always space _____ times after ending punctuation.

7. Syllable hyphens are recorded _____.

8. Required hyphens are recorded by depressing the _____ plus the _____.

9. Dashes are recorded as _____.

10. a.   How do you make Required Spaces?

    b.   How do you make Required Carrier Returns?

    c.   Give an example of where each could be used

        1.   Required Spaces

        2.   Required Carrier Returns

ANSWERS

1. Play

2. Adjust

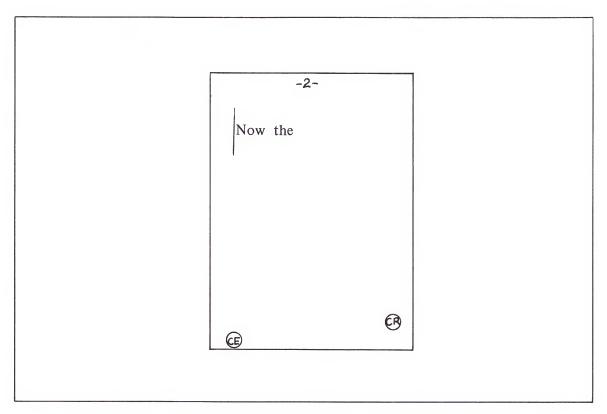3. Carrier return, space, hyphen

4. Single Carrier returns become spaces

5. 1. two Carrier returns
   2. Carrier return plus a tab
   3. Carrier return plus spaces

6. two

7. normally

8. code plus a hyphen

9. Required Hyphens

10. a. code plus space
    b. code plus Carrier return
    c. 1. Jane Jones    July 1, 1968        Washington, D. C.
       2. Headings and names and addresses—any short line
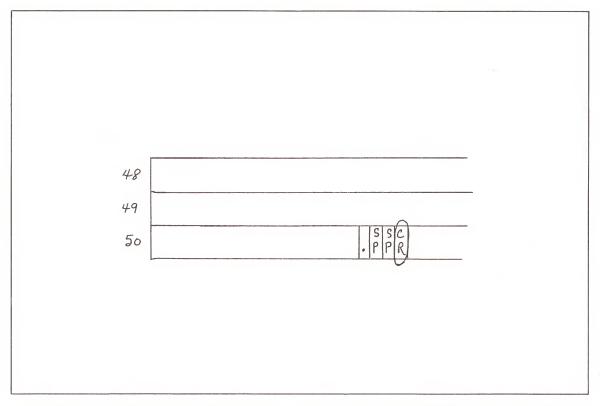
Many of your typing tasks will be longer than one page.
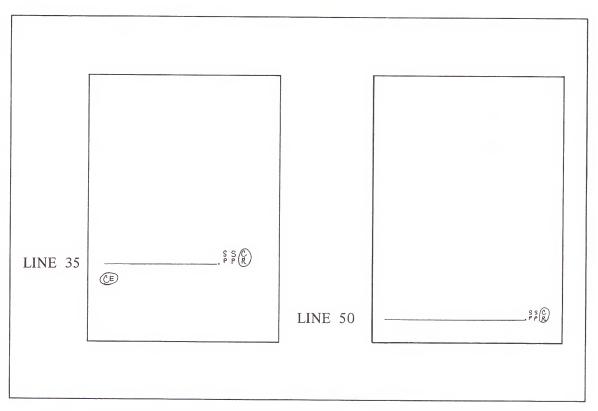


Begin the project with an Index/Return Code on the <u>first</u> card in a series. For ease of logging and locating cards later, put only one page per card. At the end of each page of hard copy, record a Carrier return as usual, followed by a Card Eject Code. This does two things: It returns the Carrier to the left margin, in position to begin recording the next page of the document, and it instructs the MC/ST to "remember" the Carrier return in Adjust playback—even though it may not have acted upon it yet.

```
                    -2-


        | Now  the




                                    Ⓒⓡ
                        Ⓒⓔ
```

Because the Carrier return is held in memory, you can see that no
Index/Return Code need be recorded at the beginning of the second card in the
series. The Index/Return Code is used only on the first card in a series. Subsequent
cards begin directly with a typed word. If the page ends at the end of a paragraph,
the next card could start with a tab or a second Carrier return, but only if you
are between paragraphs.
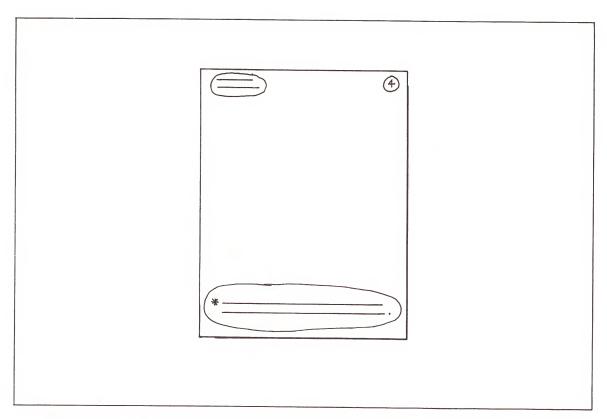
There may be a time when you will run out of tracks before you run out of copy on a page. Any time you are recording on track 50 and use a Carrier return to end the line of typing, the card will be ejected automatically into the Load Slot. No Card Eject Code is required when the fiftieth track is ended with a Carrier return.

LINE 35  _____ .$\overset{S}{P}$ $\overset{S}{P}$ $\overset{C}{(R)}$

$(CE)$

                                    LINE 50  _____ .$\overset{S}{P}$ $\overset{S}{P}$ $\overset{C}{(R)}$

Again, no Index/Return Code is recorded at the beginning of the second card. The MC/ST has been designed to remember the Carrier return recorded at the end of track 50. It treats it the same as if it had been followed by a Card Eject Code.

The MC/ST will remember the Carrier return as long as you end each page with a Carrier return followed by a Card Eject Code, or end a filled card with a Carrier return on track 50.

Do not record page numbers, footnotes, or page headings on the card. When you update the material, the length of pages may change; therefore, you will want to type these items manually to be sure they fall in the right place.

Do Exercise 15.

EXERCISE 15 — Practice recording a multiple-page project

TYPEWRITER ADJUSTMENTS:

|          | Elite        | Pica         |
|----------|--------------|--------------|
|          | Elite        | Pica         |
| Margins  | 42 and 114   | 30 and 100   |
| Tabs     | 47 and 78    | 35 and 65    |

Note these settings and the card numbers on your log.

SAVE THESE CARDS FOR USE IN A LATER EXERCISE.

RECORD:

1.  Record the exercise line for line and page for page exactly as shown.
2.  Remember to space twice after all sentences, no matter where they end. Up to now these points have been called to your attention. From now on, they will not be.
3.  End the last line of typing on each page with a Carrier return and a Card Eject Code.
4.  Record the Index/Return Code only on the first card in the series.
5.  Remember to save these cards for use in another exercise.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

AN ECONOMIC ABC:   GROSS NATIONAL PRODUCT

What makes the United States a strong and powerful nation?  One of the basic reasons--and there are others--is our insistent reliance on the importance of the individual, whether he works alone or whether he works on a team.  From this basic concept stems our free enterprise system, a system which has given us the best standard of living the world has ever know.

But do you know what makes this economic system of ours work?  Do you know its pattern?  Do you know what part the individual plays in this system?

And let's begin with you.  Let's say that you are Elizabeth Smith, Mrs. John Smith, whose husband is the owner of a shoe store--Smith Footwear of Elmwood, Pennsylvania.  You have two children--David, who is fourteen and a freshman in high school and Joan, who is twelve and in the seventh grade.

Four years ago you and John bought a new home, for which you had been saving a long time.  When the down payment of $2,500 was made, it took most of your savings, so you had to be satisfied to keep for at least two more years the car which you had already driven for a long while.

But the family had decided that a home of its own was more important than anything else--except, of course, a college education for David and for Joan.  Savings have been accumulating toward that purpose since the children entered kindergarten.

The mortgage payments for the house have been burdensome at times, but they have been arranged so that with careful management the house should be yours--all yours--by the time John retires.

When the youngsters go off to college, you may decide to go back into teaching to help speed mortgage retirement, but that need not be decided now.

OUR FREE ENTERPRISE SYSTEM

These decisions you and John have made are examples of our economic system at work. We call it a free enterprise system. What do we mean by enterprise? Webster defines enterprise as "an undertaking which involves activity, courage, energy . . .," and certainly you know that when John decided to buy his own shoe store from its former owners ten years ago, it took every one of these qualities. Remember the long talks you two had about it?

What do we mean by enterprise?

And what do we mean by free enterprise?

No one told John he had to remain as manager of the shoe department at the Atwood Emporium. You and he alone decided to go into business for yourselves. No government decree now tells him that he must hire certain salesmen, charge certain prices, sell certain kinds of shoes. No one tells him that he must purchase his shoes from this or that manufacturer. Nor does any one tell the Petersons and the Lands and the Bosens and the Spaldings that they can buy shoes only from the Atwood Emporium.

Within the framework of a free enterprise system, John himself chooses his occupation, his salesmen, his price range, his merchandise, and his suppliers. Customers are free to choose from whom they will buy shoes.

One of the characteristics of a truly free enterprise system is that goods and services are sold at a price which is determined by the factors of supply and demand. For example, in August when there is generally a plentiful supply of tomatoes on the market, the price is lower than in February when there are fewer tomatoes on the market. And in February when there is a demand for more rooms in a given Florida coast town than rooms available, the price is higher than it is in August when the demand is slack.

OUR NATIONAL ECONOMIC SCORECARD

To understand the symbols "1-3" on a baseball scorecard, you must know at least three things: that 1 is the position assigned to the pitcher, that 3 is the number assigned to the position of first baseman, that "1-3" is to be understood as "In this inning the first baseman put out Batter X with an assist from the pitcher." But that is not all you must know. You must know what such a statement means. In short, you must know the pattern of the game itself. Otherwise, you may well ask, "So what?"
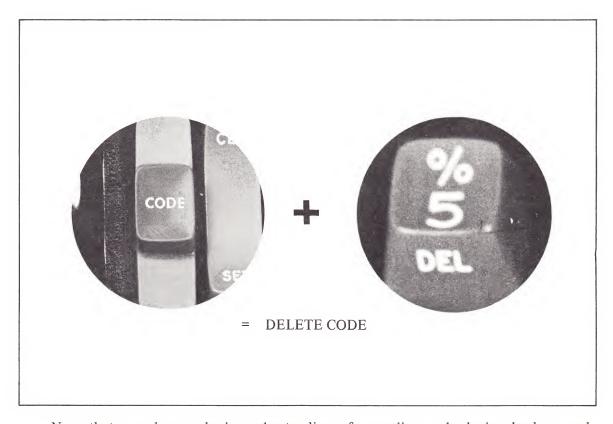
So it is with understanding such items of our national economic scorecard as consumer price index or durable goods orders or housing starts or employment and the labor force index. These are some of our business indicators which help us answer: "How's our economy doing?" Unless we first know something of the pattern of our economy, the scanning of the details of such business indicators as they are published in the financial pages of our newspapers and magazines will mean little to us.

# REVIEW

1. Explain the difference in recording the first page of a project and recording the second page.

2. Do you record page headings, page numbers, and footnotes on the cards?

3. You are on the fiftieth track; what happens when you Carrier return?

## ANSWERS

1. The first page of a project has an Index/Return Code at the beginning, and the second page starts with a typed word.

2. No, they are typed manually.

3. The card is ejected.

= DELETE CODE

Now that you have a basic understanding of recording and playing back a card both in Play and Adjust, you are ready to learn how to correct or revise a card. You can permanently change a card by deleting material or recording additional material on the card.

A Delete Code is used to block out any unwanted character on the recorded card. Each Delete Code recorded will block out one character. The code is recorded on the card. However, when played back the code causes no typewriter action.

Record your first name, middle initial, and last name and a Carrier return.

Now delete the middle initial. Use the left Track Selector Button and "track back" once to get to the beginning of your name. Play out your first name in Word; now depress Record. Record three Delete Codes—one for the letter, one for the period, and one for the space.

Eject and reinsert the card. Now play out your name. The middle initial should be deleted.

If you need to delete nine or fewer characters, use Delete Codes. You will learn another method for deletions of more than nine characters.

Do Exercise 16.

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EXERCISE 16 — Practice blocking out characters with Delete Codes

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 114 | 30 and 100 |
| Tabs | 47 | 35 |

Note these settings and the card number on your log.

RECORD:

Type the exercise exactly as shown—including the deliberate errors.

PRACTICE COPY:
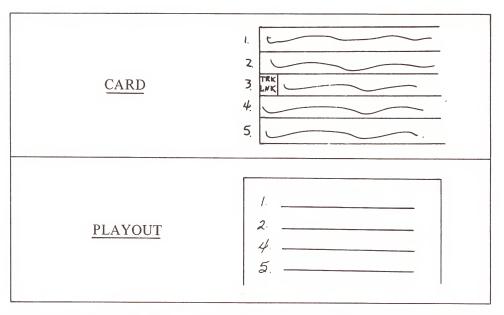
---

A Delete Code is a "non-action" code recorded on the magnetic

card to block out any unwanted character.  In playback, the machine

ignores this code--just as thought it were not not there.

---

REVISE:
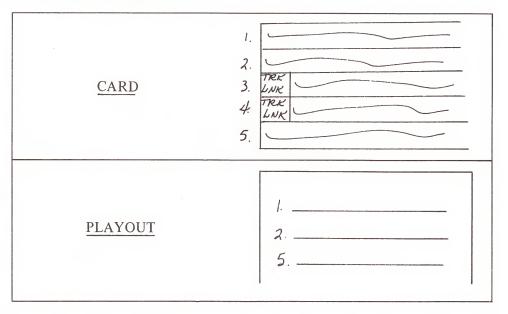
1. Depress Adjust.
2. Depress Word once to play out the Index/Return Code.
3. Depress Record.
4. Record one Delete Code to block out the recorded tab.
5. Depress Word to play out "A Delete Code is a".
6. Play out in Character through "no".
7. Depress Record.
8. Record one Delete Code to block out the unwanted "n".
9. Depress Adjust.
10. Follow similar procedures to make the remaining revisions.

---

————A Delete Code is a "non-action" code recorded on the magnetic

card to block out any unwanted character.  In playback, the machine

ignores this code--just as though it were not ~~not~~ there.

---

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS
EXERCISE.

CARD

1.
2.
3. TRK LNK
4.
5.

PLAYOUT

1.
2.
4.
5.

The Track Link Code is used for "deleting" an entire track by recording only one code. Although only the first recorded character on the track actually is replaced by the Track Link Code, the effect is the same as if the complete track had been deleted. When a Track Link Code is read, the MC/ST immediately goes to the next track on the card.

CARD

1.
2.
3. TRK LNK
4. TRK LNK
5.

PLAYOUT

1.
2.
5.

To delete two tracks of information use two Track Link Codes. How do you make a Track Link Code?

ANSWER:   Code Button plus the "7" Key



CARD

27.
28. (C E)
29.
30.
31.

PLAYOUT

27. —————————.

If several consecutive lines at the end of a recording are to be deleted, record a Card Eject Code at the beginning of the first of these tracks. On playback, the card will be ejected at that point and none of the following lines will be played back.

Do Exercise 17.

EXERCISE 17 — Practice deleting entire tracks of a recording

TYPEWRITER ADJUSTMENTS:

Use the same card, margins, tab setting, and line spacing you used in Exercise 9—check your log.

REVISE:

1. Depress Play and Auto.
2. As "National Income" begins to play out, depress Line. When playback stops, you will be at the beginning of the track with "Personal Income".
3. Depress Record.
4. Record two Track Link Codes for the two tracks to be deleted here.
5. Depress Play and Line to play out the line with "Personal Consumption Expenditures".
6. Depress Record.
7. Record a Track Link Code for the last track to be deleted ("Personal Taxes").
8. Depress Play and Auto to complete playback of the revised table.
9. You can use this card again now.

PRACTICE COPY:

---

CHANGES IN ECONOMIC ITEMS 1955-1965

(Measured in Current Dollars)

| ITEM | 1955* | 1965* |
|------|-------|-------|
| Gross National Product | 390 | 676 |
| National Income | 331 | 555 |
| ~~Personal Income~~ | ~~311~~ | ~~531~~ |
| ~~Disposable Personal Income~~ | ~~275~~ | ~~465~~ |
| Personal Consumption Expenditures | 254 | 429 |
| ~~Personal Taxes~~ | ~~36~~ | ~~65~~ |
| Compensation of Employees | 224 | 392 |
| Corporate Profits | 47 | 73 |
| Dividends | 10 | 19 |

*In billions of dollars

---

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

REVIEW
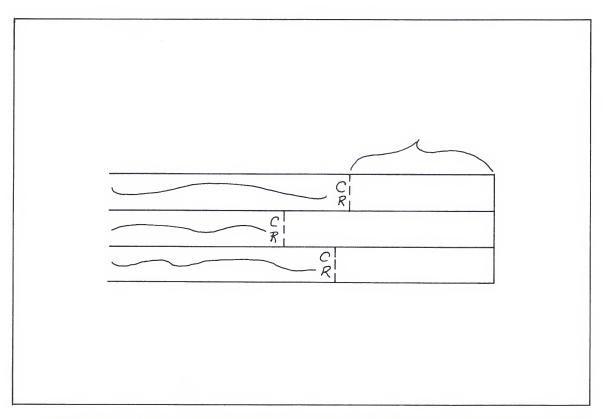
1. What does a Delete Code do?

2. Go through the steps necessary to delete the last "e" in the word "develop":

    ————Develope the pictures.————
            *

3. What does the Track Link Code do?
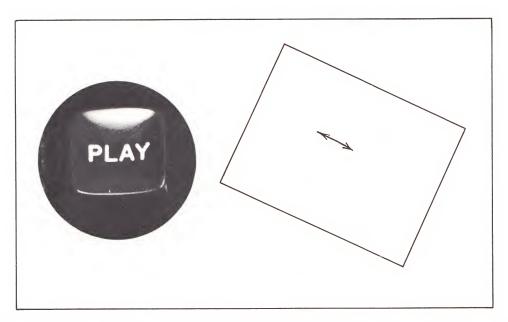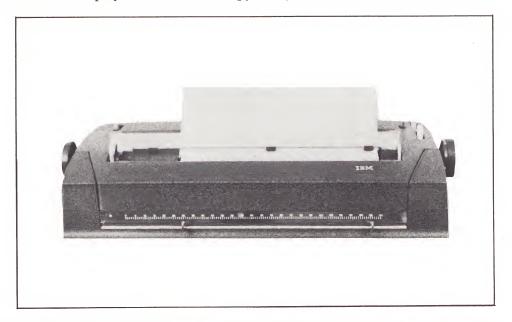
1. Blocks out one character at a time.

2. Play out in Character until you have played out the "p".
   Depress Record
   Record a Delete Code
   Depress Play or Adjust and continue

3. The Track Link Code connects tracks; therefore, it can be used when recording to give extra length to a particular line and can be used when changing the card to delete lines of typing.

Remember, there are 100 blocks on a track. The last 30 or 35 blocks on each track usually are left blank when you record originally. They·are there for the specific purpose of allowing you to record additional information on any line of your recording.

When you are making corrections that involve recording extra characters or words, it is best to use Play and rough-draft paper. It will prove faster to change the card and then play out the final copy on your letterhead and carbons.
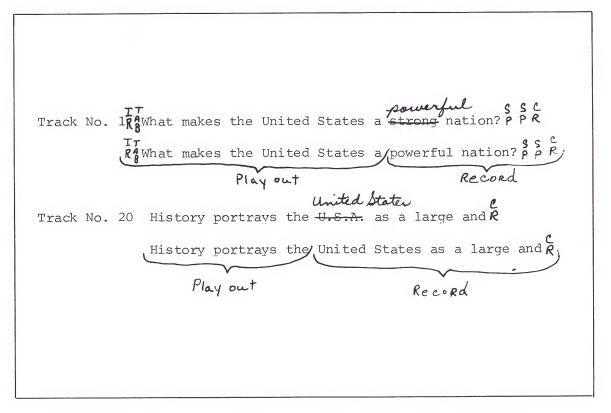
You will do the following only when changing the card. Turn your paper lengthwise and set your margins for 100 spaces. (A track is equal to 100 spaces.)

Set up your typewriter for changing the card.

# REVISING THE CARD*

1.  Use both Play and Record for making changes.

2.  Insert paper lengthwise to allow a 100-space line.

3.  Use Delete Codes for omitting nine or fewer characters.

4.  For longer deletions record the remainder of the line, including the Carrier return.

5.  For additions, record the addition plus the remainder of the line, including the Carrier return.

6.  Use Adjust for the final copy of anything but tabular material.

7.  Use Play for the final copy of tabular material.

*This page is given in condensed form in the back of this package for future use.

Track No. 1  [handwritten: IT / RA / RB] What makes the United States a ~~strong~~ [handwritten above: powerful] nation? [handwritten: S S C / P P R]

[handwritten: IT / RA / RB] What makes the United States a /powerful nation? [handwritten: S S C / P P R;]

[handwritten brace] Play out        [handwritten brace] Record

Track No. 20  History portrays the ~~U.S.A.~~ [handwritten above: United States] as a large and [handwritten: C / R]

History portrays the/ United States as a large and [handwritten: C / R]

[handwritten brace] Play out        [handwritten brace] Record

Now to make the changes: First play out in word to the point of the addition; then depress Record and retype the remainder of that line, including the Carrier return. As soon as you have Carrier returned, that change is completed. If you need to make further changes on that card, use your Track Selector (either right or left) and track to the point of change and make the change on that track. Don't forget the Carrier return at the end of each track.

Do Exercise 18. Follow the instructions carefully!

EXERCISE 18 — Practice revising a previously recorded card

In this exercise you will update the cards recorded in Exercise 15. Refer to your log to locate these cards.

TYPEWRITER ADJUSTMENTS:

Set a tab for the 5-space paragraph indention. You also will need a tab at the center point on your typewriter.

UPDATE THE CARDS:

**Error No. 1 — Make two paragraphs out of one.**
a. Use the Track Selectors to locate the proper track.
b. Use Play and Word to play out the five correct words at the beginning of the line. A space will play out with the word "team".
c. Depress Record. Record an Index/Return Code. (Do not record a Carrier return. This would move the card to the beginning of the next track.)
d. Record a tab, then retype the remainder of the line, including the Carrier return at the end.

**Error No. 2 — Block out an unwanted word at the beginning of the line.**
a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out the recorded tab.
c. Record four Delete Codes to block out the unwanted word and space.
d. Record a capital "L" to replace the lowercase "l". Play out the "e" to be sure you recorded the correct number of Delete Codes.

**Error No. 3 -- Correct an error at the end of a line.**
a. Use the Track Selectors to locate the track.
b. Depress Word to play out through "shoe", the last correct word in the line.
c. Depress Record and retype the remainder of the line, including the Carrier return.

**Error No. 4 — Correct an error at the end of a line.**
a. The Carrier return at the end of the prior track moved the card to the beginning of this track.
b. Depress Play and Word to play out through "two", the last correct word in this line.
c. Depress Record and retype the remainder of the line, including the Carrier return.

**Error No. 5 — Add a word at the end of a line.**
a. The Carrier return at the end of the prior track moved the card to the beginning of this track.
b. Depress Play and Word to play out through "twelve".
c. Depress Record and retype the remainder of the line, including the Carrier return.

**Error Nos. 6 & 7 — Add a word in the middle of a line.**
a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out through "savings".
c. Depress Record and retype the remainder of the line, including correction of Error No. 7, and ending with a Carrier return.

**Error No. 8 — Delete a word at the beginning of a line.**
a. The Carrier return at the end of the prior track moved the card to the beginning of this track.
b. Record six Delete Codes to block out the unwanted word and space.
c. Depress Play and Word to play out the word "two" as proof that you recorded the correct number of Delete Codes.

**Error No. 9 — Delete a Carrier return to combine two paragraphs.**
a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out "while" and the second space at the end of this sentence.
c. Depress Record and record a Track Link Code over the Carrier return. (The Track Link Code moves the card to the next track.)
d. Record one Delete Code to block out the unwanted tab.
e. Depress Play and Word to play out the word "But" as proof that you recorded the correct number of Delete Codes.

**Error No. 10 — Add several words in the middle of a line.**
a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out "for David and for Joan." and the extra space after this sentence.
c. Depress Record and retype the remainder of the line, ending with a Carrier return.

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AN ECONOMIC ABC:  GROSS NATIONAL PRODUCT

What makes the United States a strong and powerful nation?  One
of the basic reasons--and there are others--is our insistent reliance
on the importance of the individual, whether he works alone or whether
he works on a team.  ¶ From this basic concept stems our free enterprise    **ERROR NO. 1**
system, a system which has given us the best standard of living the
world has ever know.

But do you know what makes this economic system of ours work?
Do you know its pattern?  Do you know what part the individual plays
in this system?

**ERROR NO. 2**
And let's begin with you.  Let's say that you are Elizabeth Smith,
Mrs. John Smith, whose husband is the owner of a shoe store, Smith    **ERROR NO. 3**
Footwear of Elmwood, Pennsylvania.  You have two children, David, who    **ERROR NO. 4**
is fourteen and a freshman in high school and Joan, who is twelve and is    **ERROR NO. 5**
in the seventh grade.

Four years ago you and John bought a new home, for which you had
been saving a long time.  When the down payment of $2,500 was made, it
took most of your savings, and so you had to be satisfied to keep for at    **ERROR NO. 6**    **ERROR NO. 7**
**ERROR NO. 8**
least two more years the car which you had already driven for a long
while.  **ERROR NO. 9**
But the family had decided that a home of its own was more
important than anything else--except, of course, a college education
for David and for Joan.  United States Bonds Savings have been accumulating toward that    **ERROR NO. 10**
purpose since the children entered kindergarten.

---

Taken from:  Do You Know Your Economic ABCs?, Office of Publications,
U. S. Department of Commerce.

**Error No. 11 — Delete words by recording a Carrier return.**

a. Insert the proper card into the Card Unit.
b. Depress Play and Word to play out through the word "house".
c. Depress Record. Backspace once over the space which played out with the word "house".
d. Record a Carrier return to end the track.

**Error No. 12 — Delete two words at the beginning of a line.**

a. The Carrier return at the end of the prior track moved the card to the beginning of this track.
b. Record nine Delete Codes to block out the unwanted words and spaces.
c. Depress Play and Word to play out the word "have" as proof that you recorded the correct number of Delete Codes.

**Error No. 13 — Substitute several words in the middle of a line.**

a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out the tab and the two correct words in this line.
c. Depress Record and retype the remainder of the line, including the Carrier return.

Note: Although you can fit this correction into the space occupied by the original recording, it usually will be faster to retype the remainder of the line instead of comparing the number of characters in the original copy and in the revision.

**Error No. 14 — Delete word in the middle of a line.**

a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out through the word "his".
c. Depress Record. Record four Delete Codes to block out the unwanted word and space.
d. Depress Play. Play out the word "shoe" as proof that you recorded the correct number of Delete Codes.

**Error No. 15 — Substitute words in the middle of a line.**

a. Use the Track Selectors to locate the proper track.
b. Depress Play and Word to play out through the word "took".
c. Depress Record and retype the remainder of the line, including the Carrier return.

**Error No. 16 — Delete an entire track.**

a. Use the Track Selectors to locate the proper track.
b. Depress Record and record a Track Link Code. (On playback, only the Track Link Code will be read on this track; the line will not be played back.)

The remaining errors to be corrected follow the same basic principles you have practiced up to now, so no step-by-step instructions are given for them. Complete updating the recorded cards.

PLAY BACK:

Play back in Adjust and Auto as proof that all corrections were made properly. Remember to reset the Right Margin Stop if you moved it out for revising the cards.

The additions and deletions in this revision will make your pages end at different places now. Watch for this as you play back. When you have completed the exercise, you may use the cards again.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

The mortgage payments for the house ~~have been burdensome at times~~ 𝓁

~~but they~~ have been arranged so that with careful management the house

should be yours--all yours--by the time John retires.

When the youngsters go off to college, you may decide to go back

into teaching to help speed mortgage retirement, but that need not be

decided now.

OUR FREE ENTERPRISE SYSTEM

_your family has_

These decisions ~~you and John have~~ made are examples of our eco-

nomic system at work.  We call it a free enterprise system.  What do

we mean by enterprise?  Webster defines enterprise as "an undertaking

which involves activity, courage, energy . . .," and certainly you

know that when John decided to buy his ~~own~~ shoe store from its former

_all three_

owners ten years ago, it took ~~every one~~ of these qualities.  Remember

the long talks you two had about it?

~~What do we mean by enterprise?~~ 𝓁

And what do we mean by free enterprise?

No one told John he had to remain as manager of the shoe depart-

_in_

ment ~~at~~ the Atwood Emporium.  You and he alone decided to go ~~into~~

_out on your own._

~~business for yourselves.~~  No government decree now tells him that he

must hire certain salesmen, charge certain prices, sell certain kinds

of shoes.  No one tells him that he must purchase his shoes from this

or that manufacturer.  Nor does any one tell the Petersons and the

Lands and the Bosens and the Spaldings that they can buy shoes only

from the Atwood Emporium.

Within the framework of a free enterprise system, John himself

chooses his occupation, his salesmen, his price range, his merchandise,

and his suppliers.  Customers are free to choose from whom they will

buy shoes.

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One of the characteristics of a truly free enterprise system is that goods and services are sold at a price which is determined by the factors of supply and demand.  For example, in August when there is generally a plentiful supply of tomatoes on the market, the price is lower than _it is_ in February when there are fewer tomatoes on the market. And in February when there is a demand for more rooms in a given Florida coast town than _there are_ rooms available, the price is higher than ~~it is~~ in August when the demand is slack.

OUR NATIONAL ECONOMIC SCORECARD

To understand the symbols "1-3" on a baseball scorecard, you must know at least three things:  that 1 is the _number_ ~~position~~ assigned to the _position of_ the pitcher, that 3 is the number assigned to the position of first base- man, _and_ that "1-3" is to be understood as "In this inning the first baseman put out Batter X with an assist from the pitcher."  But that is not all you must know.  You must know what such a statement means. In short, you must know the pattern of the game itself.  Otherwise, you may well ask, "So what?"

So it is with understanding such items of our national _economy_ ~~economic~~ scorecard as consumer price index or durable goods orders or housing starts or employment and ~~the~~ labor force index.  These are some of our business indicators which help us answer:  "How's our economy doing?"  _But_ ~~Unless~~ we first know something of the pattern of our economy, the scanning of the details of such business indicators as they ~~are published~~ _appear_ in the financial pages of our newspapers and magazines will mean little to us.

> Your Employee Social Committee met this week and,
> in accordance with the policy adopted last year, is
> planning a spring dinner dance. S S C
>                                  P P R
>
> TAB  The Florentine Room of the Ritz Hotel has been
> reserved for the party.  Make your reservations now.

Record the illustration and then revise it by combining the
two paragraphs into one. Follow these steps.

1.  Track to the last track in the first paragraph.

2.  Play out the track, including the second space after the period.

3.  Depress Record and record a Track Link Code over the Carrier return.

4.  Record one Delete Code to block out the tab.

5.  Depress Play and play out the first word of the second paragraph as proof
    that you have combined the paragraphs.

Your action in returning a table and requesting
credit for it has me a little confused. P P R
                                         S S C

TAB Our records indicate that you purchased the
table almost 14 months ago.
                                         C
                                         R

Record the illustration and then revise it by combining the

two paragraphs into one. Follow these steps.
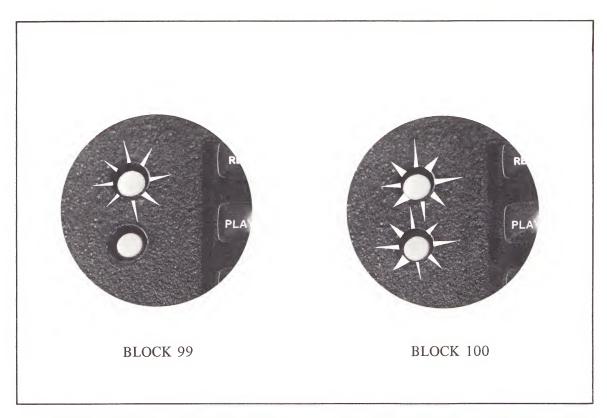
1.  Track to the last track in the first paragraph.

2.  Play out the track, including the Carrier return. (Since your final copy will
    be played back in Adjust, the MC/ST will take care of the spacing.)

3.  Record a Track Link Code over the second Carrier return.

4.  Record a Delete Code to block out the tab.

5.  Play the next word as proof that you have combined the paragraphs.

```
Since your letter does not make clear what your speech defect
is, we are unable to furnish a specific answer. S S C
                                                 P P R
                                                     C
                                                     R
Our public speaking course has been designed to help shy
people who are not sure of themselves.
```

Record the illustration and then revise it by combining the two
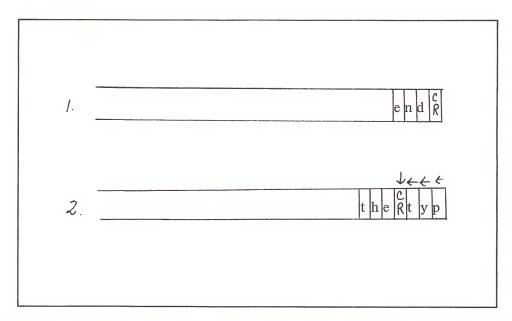paragraphs into one. Follow these steps.

1.  Move to the last track of the first paragraph.

2.  Play out the track, including the Carrier return.

3.  Record a Track Link Code over the second Carrier return.

4.  Play the next word as proof you have combined the paragraphs.

BLOCK 99                    BLOCK 100

Adding words may cause you to have more than 100 characters on a line. The yellow light will warn you that you have reached "track limit."
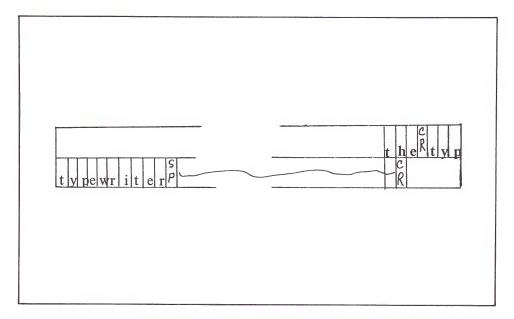
You had a similar experience underscoring titles. When adding words to a line, however, do not use the Track Link Code. Carrier return instead. You will be playing back in Adjust, and the machine will adjust the long line.

Remember, the yellow light comes on when you have recorded 99 characters on one track. If you type instead of Carrier returning in block 100, the yellow and red lights both come on. In this case, merely backspace and record a Carrier return in block 100.

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*1.* _____ |e|n|d|C R|
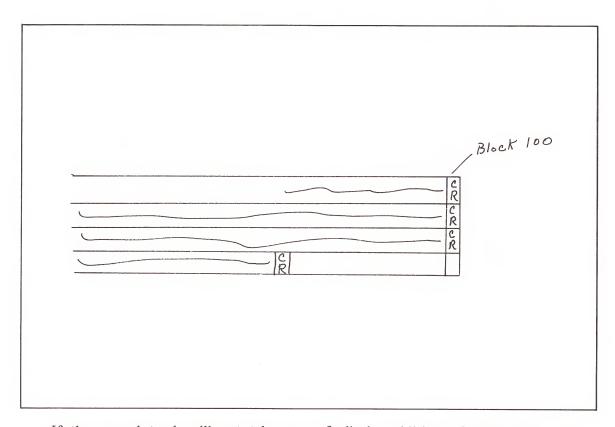
*2.* _____ ↓←←← |t|h|e|C R|t|y|p|

If you are at the end of a word when the yellow light comes on, merely record a regular Carrier return.

If you are in the middle of a word, however, backspace to the preceding space and then Carrier return.



You will have to retype the remaining word on the next track plus the original recording on that track in order to insure correct playback. Be sure you end each track with a Carrier return.

If the second track will not take care of all the additions, follow this same procedure and retype a third or even a fourth track until you are "caught up."

Do Exercise 19.

EXERCISE 19 — Practice making revisions requiring Track Link Codes

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 114 | 30 and 100 |
| Tabs | 52 | 40 |

Note these settings and the card number on your log.

RECORD:

1. Insert any free card into the Card Unit.
2. Record the exercise line for line as shown.

PRACTICE COPY:

There may be a variety of reasons for wanting to record additional information on a card.

Perhaps as you were generating the initial recording you left out several words. Or perhaps your eye skimmed down the page and you omitted an entire sentence.

Author changes account for approximately 90% of the need for additional recording. The author either changes his mind and wants to expound on a certain subject or would like to add another point.

Sometimes these revisions could consist of recording from 1 character to 1001 characters. It will be the option of the operator as to how she would like to handle such revisions.

In either case, whether you have to rekey a large or small portion of the card, you are still ahead in your timing and have the assurance of producing error-free, erasure-free typing.

REVIEW ANY SECTION OF THIS PROGRAM THAT WILL AID YOU IN THIS EXERCISE.

REVISE THE CARD:

1. Insert paper lengthwise into the typewriter and set margins for a 100-space writing line.
2. Depress Play and Word to play out "There may be a".
3. Depress Record and retype the remainder of the line, ending with a Carrier return.
4. Scan to the next change. Play out the tab and the word "Perhaps" in Word, then depress Record and retype the remainder of the line, ending with a Carrier return.
5. Depress Play and Word to play out the correct words at the beginning of the next line, then depress Record and retype the remainder of the line. The insertion in this correction will exceed the space available on the track. When the red and yellow lights go on at track limit, backspace to the end of the last complete word. Record a Carrier return to move to the next track.
6. Type the remaining words at the beginning of the track, and then type the words which were recorded there originally. End with a Carrier return.
7. Follow similar procedures to complete the card corrections.

PRACTICE COPY:

There may be a ~~variety of~~ reasons for wanting to record *number of valid*

additional information on a card.

Perhaps ~~as you were generating the initial recording~~ you *when you initially recorded the card*

left out several words. Or perhaps your eye skimmed down the *because of repetitive wording in the document*

page and you omitted an entire sentence.

Author changes account for approximately 90% of the need

for additional recording. The author either changes his mind and

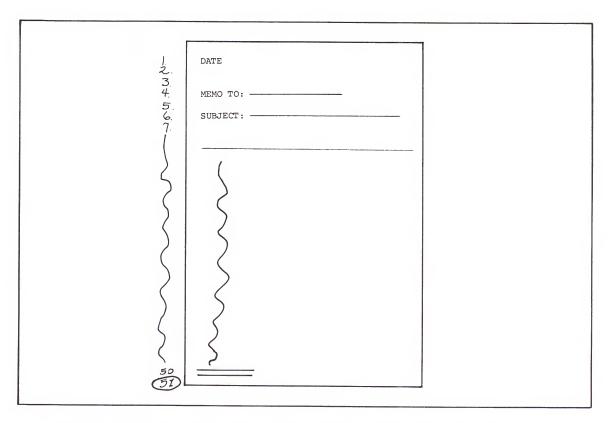wants to expound on a certain subject or would like to add ~~another~~ *an additional*

point.

Sometimes these revisions could consist of recording from *a need for*

1 character to 1001 characters. It will be the option of the *additional*

operator as to how she would like to handle such revisions.

In either case, whether you have to rekey a large or small

portion of the card, you are still ahead in your timing and have

the assurance of producing error-free, erasure-free typing.

PLAY BACK:

1. Reset the Right Margin Stop.
2. Depress Adjust and Auto to play out a final copy as proof of your corrections on the card.

Because of formats, some pages will exceed the recording capacity of one card—take up more than 50 lines. The illustrated memo, typed line for line, takes up 51 lines—one line too many for a card. You can type this on two cards if you wish; however, there is a alternate method which will enable you to record the memo on one card.

| I/R | D | a | t | e | C/R | |
|---|---|---|---|---|---|---|
| C/R | | | | | | |
| C/R | | | | | | |
| C/R | | | | | | |
| C/R | | | | | | |
| Memo | e | m | o | S/P | | |

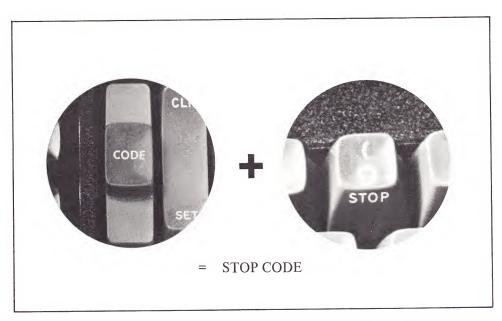| I/R | D | a | t | e | I/R | I/R | I/R | I/R | C/R | |
|---|---|---|---|---|---|---|---|---|---|---|
| Memo | e | m | o | S/P | | | | | | |

The extra Carrier returns between the date and the beginning of the memo, plus those at the end of the memo, take up several entire tracks, do they not? Where only movement—no typing—is involved, you can record an Index/Return Code. This does not move the card down; it stays on the same track. Record all but one of the Carrier returns you need as Index/Return Codes. The last one should be a Carrier return. If the illustrated memo were typed in this manner, it would require only 43 tracks, so it could be recorded on one card.
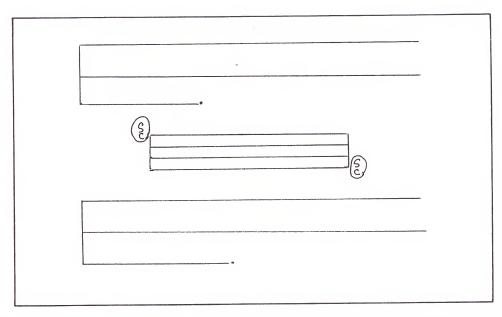
# REVIEW

1. You wish to add a word to a given track. What procedure will you follow?

2. When revising the card and reach track limit, what do you do instead of using the Track Link Code?

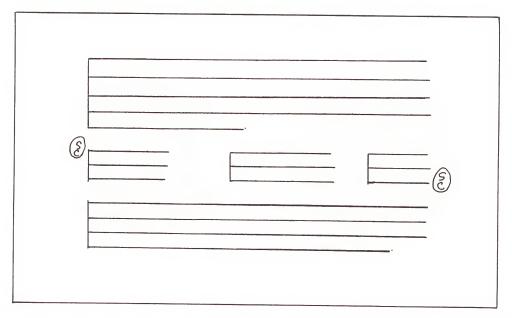3. What is the difference in a Carrier return and an Index/Return Code?

ANSWERS

1. Play to the point of error
   Depress Record
   Type addition plus remainder of the line, ending with a Carrier return

2. Carrier return

3. Carrier return moves the card to the next track.
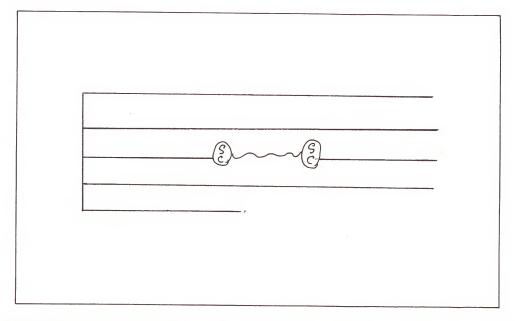   Index/Return Code, stays on the same track.

= STOP CODE

The Stop Code is a termination code and can be used to stop playback at any point.
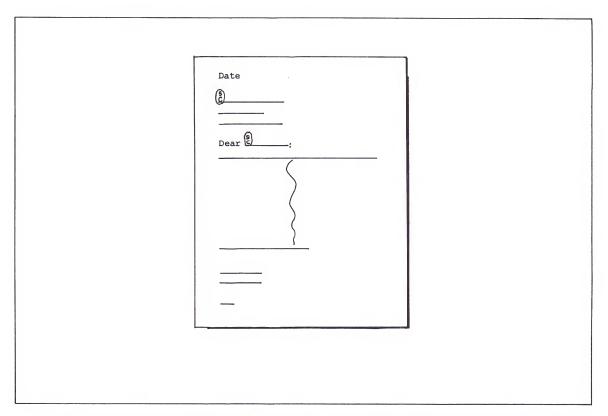


You can record Stop Codes when you wish to change from double spacing to single spacing.
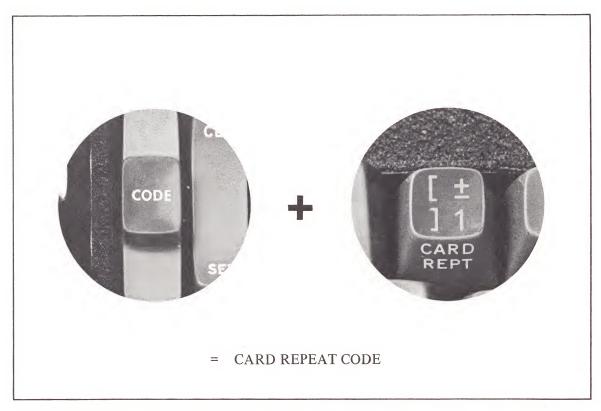
Also, there may be a time when you will want to change from Adjust to Play and back again.



Stop Codes also can be recorded when you wish to change from one type style to another. You may wish to type something in italic for emphasis. Record Stop Codes before and after the word so the element can be changed to italic and back to the original type style.
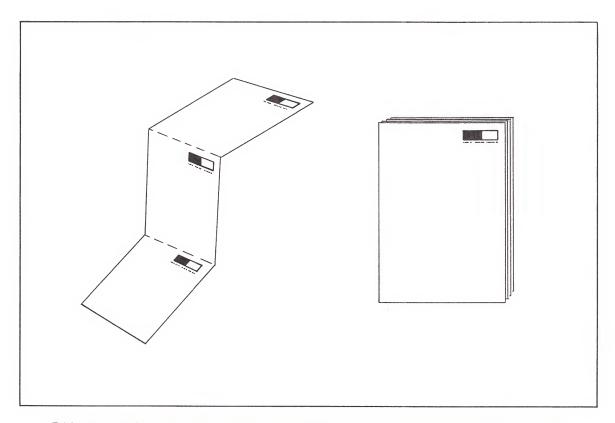
Use Stop Codes when you are typing the same letter to several people. You can put the body of the letter on a card and manually type in the names and addresses. If you do repetitive letters, you immediately see the benefit in typing the body of the letter only once.

= CARD REPEAT CODE

The Card Repeat Code is used when you are using the same card repeatedly. This code causes the MC/ST to return to the beginning of the first track to start playing back immediately.

Insert a card. Type the name of your employer and your business address. End this message with a Carrier return and a Card Repeat Code instead of the usual Carrier return and Card Eject Code.

Play three copies of this name and address. Manually stop it after the third copy.

Did you notice that the action is continuous and would permit the use of continuous-form paper for repetitive work? However, if you are not using continuous-form paper but are still typing repeatedly, record a Stop Code before the Index/Return Code. When the card moves back to the beginning, the first character read will be a Stop Code and the machine will stop. This allows you to insert letterhead and carbons. Then manually depress the Auto Button to start playback.

Revise the exercise you just did, putting in the Stop Code before the Index/Return Code. How much will you have to retype? Play out two copies. Now do Exercise 20.

ANSWER:   You should have retyped only the first track.


EXERCISE 20 — Practice recording a form letter with manual fill-ins

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 107 | 30 and 95 |
| Tabs | 84 | 70 |

Note these settings and the card number on your log.


RECORD:

1.   Record a Stop Code.
2.   Record the usual Index/Return Code.
3.   Type the form letter shown in the practice copy.
4.   Record Stop Codes where information will be typed in manually on each letter.
5.   Record a Card Repeat Code, not a Card Eject Code, at the end of the letter.


PRACTICE COPY:
_____

(Current Date)




SC _____
_____
_____

Dear Mr. SC_____ :

The annual sales meeting will be held on SC_____ .  A copy
of the agenda for the conference is enclosed.  Please study
the program carefully and come prepared to participate in the
discussions and activities.

The company will reimburse you for all necessary living expenses
incurred during the period SC_____ , up to the limits of the
per diem allowance of $25.  Your room arrangements have been
made at the Hotel Edison, 1400 Congress Boulevard, New York;
the daily rate will be $15.

                              Very truly yours,



                              E. J. Johnson
                              Vice President
_____

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PLAY BACK:

1.  Depress Adjust. (Adjust playback should be used where the manual inserts vary in length.)
2.  Depress Auto.
3.  When playback stops at the Stop Code following the date line, type in the first name and address.
4.  Depress Auto.
5.  When playback stops at the next Stop Code, fill in the appropriate information.
6.  Repeat similar steps to complete the letter.
7.  When the Card Repeat Code at the end of the letter is read, the machine will return to the first track. The first Stop Code recorded there will stop playback at that point.
8.  Play back Letter No. 2 and Letter No. 3 in the same way.
9.  After the third letter has played back, depress the Eject Button on the Card Unit to remove the card. Remember, you do not have a Card Eject Code recorded on this project, so the card must be ejected manually.

---
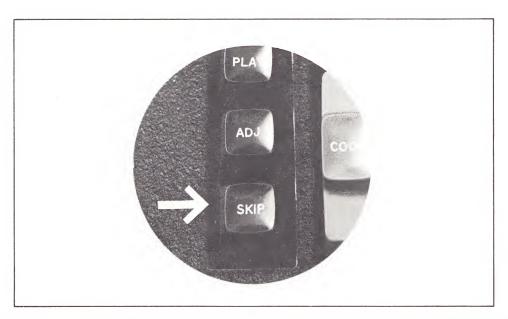
Variable information to be typed in <u>manually</u> from the keyboard:

| Letter No. 1 | Letter No. 2 | Letter No. 3 |
|---|---|---|
| Mr. J. B. Cary<br>285 Main Street<br>Denver, Colorado 80217 | Mr. B. T. Bauer<br>1257 East Broadway<br>New York, New York 10022 | Mr. James Jervis<br>347 Seminole Street<br>Tampa, Florida 33601 |
| Cary | Bauer | Jervis |
| September 4, 5, and 6 | June 10, 11, and 12 | August 17, 18, and 19 |
| September 4-6 | June 10-12 | August 17-19 |
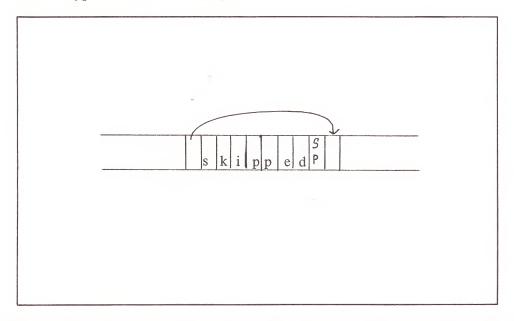
1. What does the Stop Code do?

2. When do you use the Card Repeat Code?

3. Assume you are using regular letterhead for ten repetitive letters. You are going to use the Card Repeat Code. What must you do to make playback stop so you can insert the next sheet of paper?

## ANSWERS
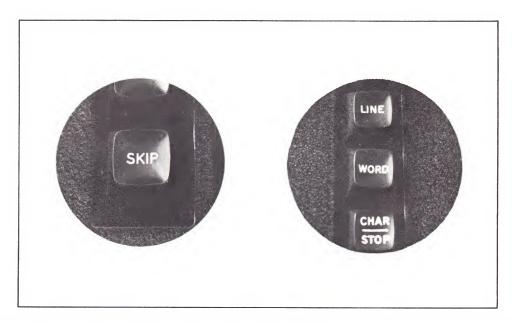
1. Stops playback automatically.

2. When typing material to be played back several times repeatedly.

3. Record a Stop Code before the Index/Return Code at the beginning of the card.
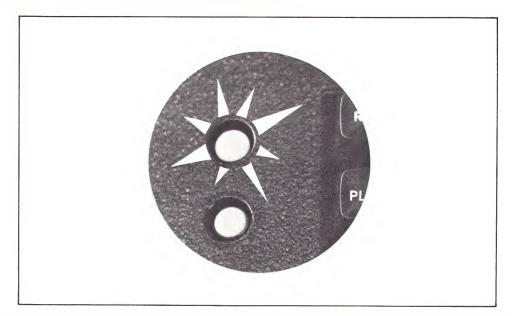
At this point you have covered all the codes and all but one of the control buttons. The only one left is the Skip Button. The Skip Button causes the Card Unit to move past material already recorded on the card. During the skipping operation the typewriter does nothing.
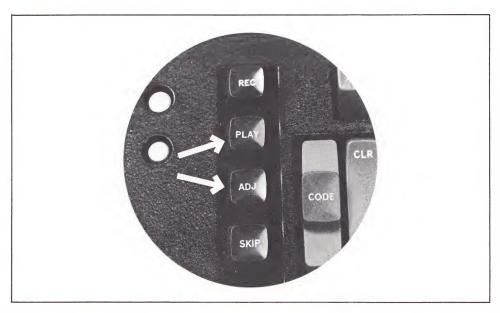


Since skipping is a form of playback, the recording mechanism is inactive; the recording on the card is not changed. The material skipped is bypassed only on <u>this particular playback</u>.
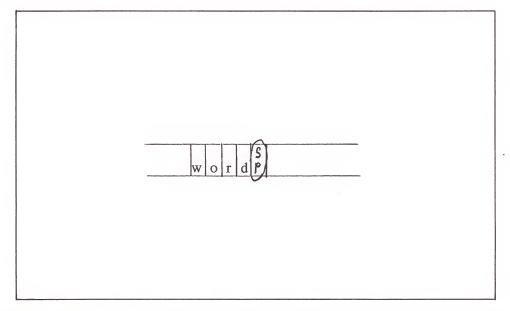
In order to skip material, depress the Skip Button and then depress the button for the amount of material you want omitted from playback—a character, a word, or a line. You will use Word most of the time.



Two things will happen as you skip. The yellow light will come on and you will hear a humming sound as the word is bypassed. The longer the word, the longer the sound and time the light stays on. Insert a recorded card. Depress the Skip Button. Now depress the Word Button. Did the light come on? Do it again and listen for the humming sound.

At the completion of each skip, depress Adjust or Play to resume normal playback of the remaining material on the card. Should you forget to do this, the next depression of Auto, Line, Word, or Character will cause more information to be skipped. If this does happen you can just retype the information skipped and resume playback normally. ·



When adding the new word, don't forget to space after it. Spaces skip as part of the word they follow.

You now are ready to do Exercise 21.

EXERCISE 21 – Practice skipping in Word

TYPEWRITER ADJUSTMENTS:

Use the same card, margins, tab setting, and line spacing you used in Exercise 13–check your log.

REVISE:

1. Depress Adjust.
2. Depress Word sufficient times to play out to the first word to be skipped. Listen to the sound of playback in Word.
3. Depress Skip.
4. Depress Word. Listen to the sound of the word "hyphenated" being skipped. (The humming sound is that of the letters being skipped; the click is the sound of the machine positioning over the next track.)
5. Depress Adjust; then depress Line twice to play out the next two unchanged lines.
6. Depress Skip; then depress Word once to skip out the word "typed".
7. Depress Adjust; then depress Word three times to play out "to divide a".
8. Depress Skip; then depress Word once to skip out the word "long".
9. Depress Adjust and Word to play out to the next change.
10. Depress Skip; then depress Word four times to skip out the words "to the left margin".
11. Depress Adjust and Auto to complete playback of the revised copy.
12. Save this card.  You will use it again in Exercise 22.

PRACTICE COPY:

---

It does not matter whether the hyphen appears in a ~~hyphenated~~ word such as mother-in-law, pre-Columbian, or HA-0617--words which require hyphens under all circumstances--or whether the hyphen was ~~typed~~ to divide a ~~long~~ word at the end of a line.  In both situations the carrier will return ~~to the left margin~~ in Adjust playback if the hyphen falls in the Adjust Zone.  The typewriter carrier--in Adjust--always returns when the machine reads a space, hyphen, or carrier return in the Adjust Zone.

---
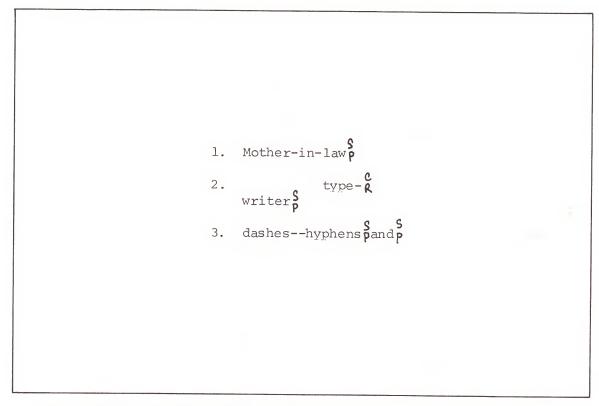
REMEMBER:
A tab is considered one word to the machine.
The second space at the end of a sentence is one word to the machine.
A space or Carrier return plays out with each word.
All punctuation is printed with the word.

```
1.   Mother-in-law ᔆₚ

2.            type- ᶜ_R
   writer ᔆₚ

3.   dashes--hyphens ᔆₚ and ᔆₚ
```

You are using the Word Button to skip the words given in the illustration. How many times will you have to skip to omit each example?

Do Exercise 22.

ANSWER:     Mother-in-law$^S_P$= 1 word      type-$^C_R$writer$^S_P$= 2 words
dashes–hyphens$^S_P$and$^S_P$= 2 words


EXERCISE 22 – Practice skipping hyphenated words

TYPEWRITER ADJUSTMENTS:

Use the same card, margins, tab setting, and line spacing you used in Exercise 21.

REVISE:

1. Depress Adjust.
2. Play out in Line and Word to the point of the first change.
3. Depress Skip; then depress Word once to bypass "pre-Columbian". Note that the comma is skipped with the rest of the word.
4. Depress Adjust.
5. Play out in Automatic until you near the next word to be skipped. Change to Word playback for the last word or two.
6. Depress Skip; then depress Word twice to bypass the divided word "playback".
7. Depress Adjust and complete playing out the revised copy.
8. You may now reuse this card.


PRACTICE COPY:

---

It does not matter whether the hyphen appears in a hyphenated

word such as mother-in-law, ~~pre-Columbian,~~ or HA-0617--words which

require hyphens under all circumstances--or whether the hyphen was

typed to divide a long word at the end of a line. In both situa-

tions the carrier will return to the left margin in Adjust ~~play-~~

~~back~~ if the hyphen falls in the Adjust Zone. The ~~type-~~

~~writer~~ carrier--in Adjust--always returns when the machine reads

a space, hyphen, or carrier return in the Adjust Zone.

---

```
                               now
        1.  These accounts are ∧60 days overdue.


        2.  These accounts are now 60 days overdue.
```
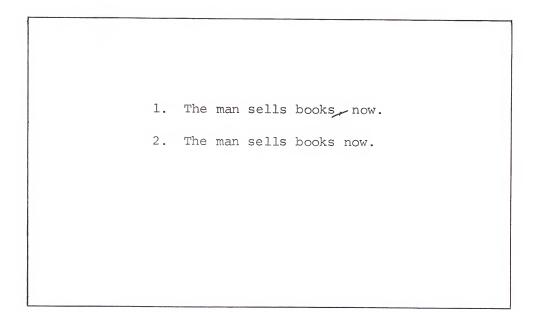
Many times a revision will require that additional words appear in the copy.
Merely stop playback and type in the desired word or words. You will need to be
in Adjust so that the typewriter can account for any difference in margins. Be sure
you have both left and right margins set on your typewriter.
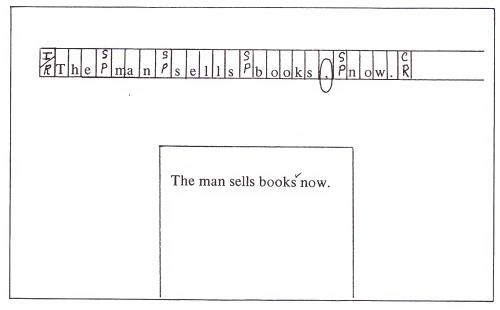
```
                                    90
        1.  These accounts are now 60 days past due.

        2.  These accounts are now 90 days past due.
```

Another form of revision will be the substitution of a new word for one
already appearing on the recorded card.  You will need to skip some words, so do
so before typing in the new ones.  Type the new words.  Don't forget to space
following the last one, and then resume playback.

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```
        1.  The man sells books, now.

        2.  The man sells books now.
```

If a portion of a word changes or you wish to omit the punctuation, follow the same procedure. Skip the word and type in the new one; then space. Resume playback.

```
I/R  The  S/P  man  S/P  sells  S/P  books ( )  S/P  now . C/R

              The man sells books ✓ now.
```

When making changes by skipping, you are using only playback buttons, Skip and Adjust, so the card is unchanged. Only the paper is different.

Go to Exercise 23.

EXERCISE 23 — Practice adding and substituting words

RECORD:

1. Record the exercise line for line as shown.
2. Remember to use Required Hyphen Codes where needed.

PRACTICE COPY:

---

Punctuation marks, such as the period, comma, question mark, or
colon, will play out with the word.  Or if skipping, they will skip
with the word.  The machine's definition of a word is any combination
of letters, characters, or numbers followed by a space or carrier
return, and the punctuation characters are just a part of the word.
It recognizes 234-789, abcdef, L32, 55%, #333, (that), or $1,000 as
being equal--they are all one word.  The same is true of hyphenated
words such as first-class and up-to-date.

---

REVISE:

1. Depress Adjust.
2. Play out a revised copy as shown below.
   a. Play out through the word "comma".
   b. Skip "question mark".
   c. Type in "semicolon" and resume play back.
3. Follow the same procedure for the remainder of the exercise.

REMEMBER:

Skip first; then type in the substitution.
A "word" ends with a space, a Carrier return, or a tab.


PRACTICE COPY:

---

Punctuation marks, such as the period, comma, ~~question mark,~~ or [*semicolon,*]

colon, will play [*back*] ~~out~~ with the word.  Or if skipping, ~~they~~ will skip [*punctuation marks*]

with the word.  The machine's definition of a "word" is any combination

of letters, characters, [*codes,*] or numbers followed by a space [*tab,*] or carrier

return, and the punctuation characters are just a part of the word.

It recognizes 234-789, abcdef, L32, 55%, ~~#333,~~ [*#44, or*] (that) ~~or $1,000~~ as

being [*one word each*] ~~equal~~--they are all ~~one word.~~ [*equal.*]  The same is true of hyphenated

words such as ~~first-class~~ [*day-to-day*] and up-to-date.

---

1.   The Skip Button _____ material already recorded on the card.

2.   Skipping (changes/does not change) the card.

3.   What happens to the space which follows the word you skip?

4.   Explain what you do when you want to omit several words and type in new ones.   You are revising the copy only.

ANSWERS

1. Skips or moves past

2. does not change

3. The space skips with the word.

4. Skip out the words and type in the new ones.   Be sure you are in Adjust.

The word "indented" may make you think of outlines, but it includes many types of applications. A few samples are given so that you may recognize your own typing jobs.

```
1.   The Budget Department is          1.   The Budget Department

     at the present time                    is

     compiling figures for                  at the present time

     the second half of 1970.               compiling figures

                                       for

                                            the second half of

                                       1970.




RECORDED FOR PLAY                     PLAYED BACK IN ADJUST
```

If revisions or changes will not be made on indented format material, no special procedures are required.  Just record in the conventional way—Carrier return and tab.  Use Play for playing out final copy.

This recording could not be played back in Adjust because every time the Carrier return/tab combination is read, the MC/ST will return the Carrier as shown in picture 2.

If you have much indented work, you will have a special Paragraph Indent feature on your MC/ST.

If you do <u>not</u> have this feature, turn to page 205.

```
        BUDGET   The Budget Department is
                       now
                 at the present time

                 compiling figures for
                        last quarter
                 the  second half of 1970.
```
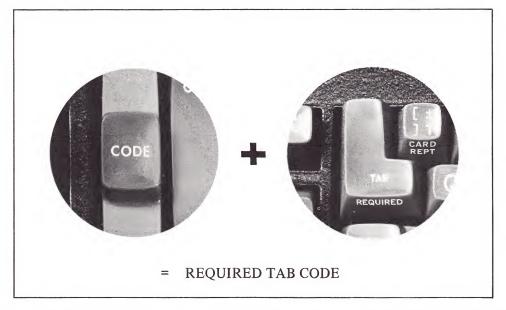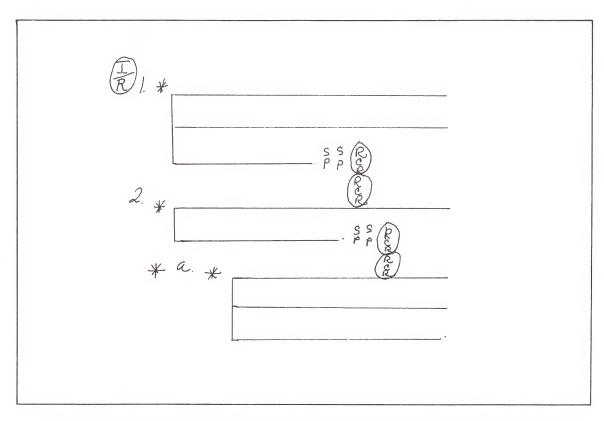
The Paragraph Indent feature makes typing and revising indented projects easy.



=   REQUIRED TAB CODE

The Required Tab Code causes a tab action and also puts this action into memory to be used in the next line of typing.   Seven tab levels can be put into memory.

✳ = REQUIRED TAB CODES

Required Tab Codes are to be used only for indented projects similar to those shown here.   Use regular tabs for centering and for indenting the first line of a paragraph.

The recording procedure for using the Paragraph Indent feature is as follows:

1. Begin the first card of a project with an Index/Return Code.

2. Use Required Tab Codes only on the <u>first</u> <u>line</u> <u>of</u> <u>each</u> <u>new</u> <u>level</u> of indent. (Subsequent lines are indented automatically just by returning the Carrier.)

3. Use a Required Carrier Return Code to clear the previous indent level and begin a new one.

Following these three steps, do Exercise 24.

EXERCISE 24 — Practice recording indented material

TYPEWRITER ADJUSTMENTS:

|  | Elite | Pica |
|---|---|---|
| Margins | 42 and 107 | 30 and 95 |
| Tabs | 47 and 52 | 35 and 40 |

Note these settings and the card number in your log.
Reuse all the cards you have saved to this point.
SAVE THIS CARD FOR USE IN A LATER EXERCISE.

RECORD:
1.  Insert any free card into the Card Unit.
2.  Record an Index/Return Code.
3.  Record the exercise line for line as shown.
    a.  Record a Required Tab Code (Code Button down as Tab is depressed) where asterisks appear in the practice copy. These Required Tab Codes establish the indent level for the paragraph.
    b.  Notice the automatic tab action following each regular Carrier return.
    c.  Record Required Carrier Return Codes where the indent level changes, indicated by "RCR."
    d.  Notice that no automatic tab action follows a Required Carrier Return Code.

PRACTICE COPY:

---

The annual meeting will be held June 27, 1969, for the following
purposes:

    *   (1)  * To elect a Board of Directors for a one-year term
                of office, such term to begin on July 1, 1969;  RCR
                                                              RCR
    *   (2)  * To approve a proposal to amend the Certification of
                Incorporation to increase the authorized capital stock
                from 10,000,000 shares to 100,000,000 shares of common
                stock of par value of $10 per share;  RCR
                                                          RCR
    *   (3)  * To consider and act upon any other matters which may
                properly come before the meeting.  RCR
                                          RCR
Only stockholders of record at the close of business on May 16, 1969,
will be entitled to notice of and to vote at said meeting.

---

PLAY BACK:
1.  Reinsert the recorded card into the Card Unit.
2.  Play back in Adjust.* (If "May 16" is divided on two lines, it is because a space, not a Required Space, separated these words.)
3.  Turn off the typewriter.
4.  Remember to save this card for use in a later exercise.


*Use Adjust playback even though there are no revisions in this exercise so that you can see tabs supplied automatically—even where the Carrier returns to the left margin on a recorded space when in the Adjust Zone.

Typographical errors discovered immediately are corrected by backspacing and typing over them.

```
1.          BUDGET      The Budget Department is

2.                      at the present time
                                  figures
3.                      compiling (gi)gures for

4.                      the second half of 1970.* C
                                                  R
```
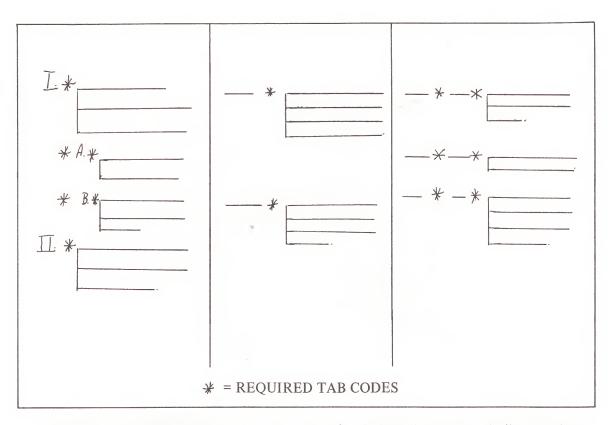
Errors discovered in a prior track <u>not</u> containing Required Tab

Codes will be corrected in the following way:

1.  Carrier return on the track you are typing on. (See track four.)

2.  Use the left Track Selector and move back to the point of error. (Track three)

3.  Play out to the point of error.

4.  Depress Record and type the rest of the sentence, ending it with a Carrier return.

5.  Play out or track past the "good" tracks. Depress Record and continue.

The Required Tab Codes in memory will act while you are doing this,

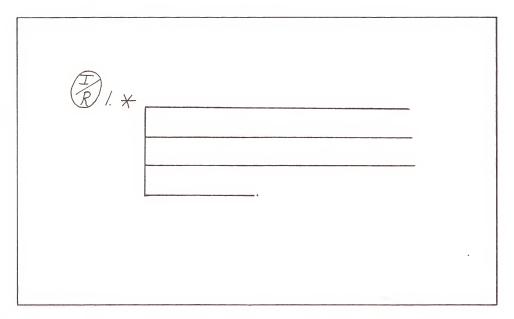so both your hard copy and the card will be correct.

Insert a card and record the example with the error. When you reach the

asterisk, follow these steps and make the correction. End the message with

a Carrier return and Card Eject Code. Play a copy to see that the correction

is made.

| 1. | BUDGET | The Budget Department is at the prseent time |
|----|--------|----------------------------------------------|
| 2. | | compiling figures for 1970. |
| 3. | | |
| 4. | DIRECT MAIL | Activity _in_ the Direct Mail Department has |
| 5. | | increased 28% in the first six months of |
| 6. | | this year.* |

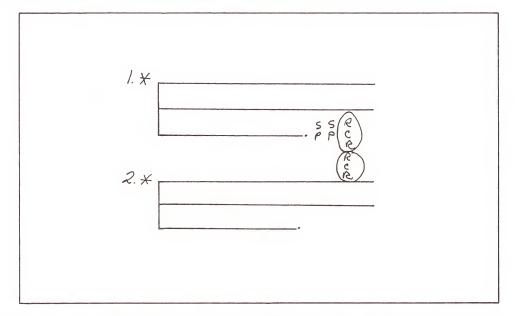Errors found in a prior track containing Required Tab Codes should be corrected as follows:

1. Carrier return on the line you are typing on. (See track six.)

2. Use the left Track Selector and move back to the track before the one containing the error. (Track three)

3. Play out the Required Carrier Return Code. This clears the indent level in memory.

4. Depress Record and retype the track with the error, rerecording any Required Tabs in the line. Be sure to end the line with a Carrier return.

5. Play out or move past any tracks that do not have errors and continue recording.
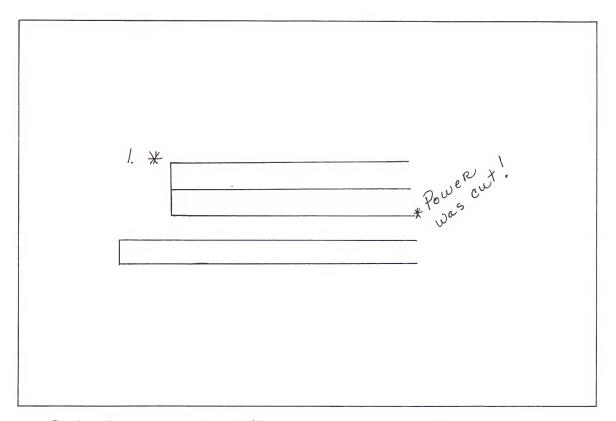
Record the example, making the error. When you reach the asterisk, follow these steps and make the correction. End the message with a Carrier return and Card Eject Code. Play a copy to see that the correction is make.

Any previous Required Tab Codes in memory are cleared when an Index/Return Code is recorded, played back, or "typed."



Required Tab Codes also are cleared from the memory when a Required Carrier Return Code is recorded, played back, or "typed."

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1. ✳  _____
       _____
       _____   ✳ *Power was cut!*

       _____
       _____

Cutting the power to the MC/ST also will clear the memory of all Required Tab Codes. This will affect only the playout—it does not change the card.

Follow the instructions given for Exercise 25.

EXERCISE 25 — Playing indented material in Adjust

TYPEWRITER ADJUSTMENTS:

|          | Elite       | Pica        |
|----------|-------------|-------------|
| Margins  | 42 and 114  | 30 and 100  |
| Tabs     | 60 and 78   | 43 and 65   |

Note these settings and the card number in your log.

SAVE THIS CARD FOR USE IN A LATER EXERCISE.

RECORD:
1. Insert any free card into the Card Unit.
2. Record an Index/Return Code.
3. Record the exercise line for line as shown.
   a. Record regular tab for centering the heading line.
   b. Record a Required Tab Code in the first line of each separate departmental report.


PLAY BACK:
1. Reinsert the recorded card into the Card Unit.
2. Play back in Adjust.
3. Watch for these items in your playback copy.
   a. Department reports—If they do not play out in blocks like the practice copy, you may have recorded a regular tab instead of a Required Tab Code in the first line of the paragraph. Or, you may have recorded a regular Carrier return instead of a Required Carrier Return Code between paragraphs.
   b. Hyphens in "end-of-year" in the last line of the exercise—If the hyphens do not print, you did not record them as Required Hyphen Codes.
4. Remember to save this card for use in a later exercise.

PRACTICE COPY:

---

CORPORATE STATUS REPORT

The following report contains the condensed status reports of depart-
ments that concern your area.  A total report is available in the
President's office.

BUDGET          The Budget Department is at the present time compiling

                figures for the second half of 1970.  Projections for

                materials, labor and overhead are vague at this time;

                complete figures should be available by year's end.

DIRECT MAIL     Activity in the Direct Mail Department has increased

                28% in the first six months of this year.  Great utili-

                zation by the sales force is given as the reason.

                More efficient equipment to meet the work load is being

                studied.

PERSONNEL       Increases in staff needs have burdened the Personnel

                Department.  They are running behind projections at this

                time.  Even with recent college graduates, they will not

                meet their objectives for end-of-year staffing.

---

```
                                                           now
BUDGET              The Budget Department is at the present time
                                     the last half of
                    compiling figures for/1970.


DIRECT MAIL         Activity in the Direct Mail Department has
                                    since January, 1969.
                    increased 28% in the first six months of

                    this year.
```

When revising indented material, follow the rules given for revising regular material.

Remember that any Required Tab Code read will put a tab into memory. This will affect only your copy, not the card. The final copy will be correct.

Also remember that an Index/Return Code clears the indent memory. You will need to know this when making one paragraph into two or when putting in an extra line space.

Follow all instructions given for Exercises 26 and 27.

EXERCISE 26 — Practice revising indented material

TYPEWRITER ADJUSTMENTS: Same as used in Exercise 24.
SAVE THIS CARD FOR USE IN A LATER EXERCISE.

REVISE:
1.  Insert draft paper into the typewriter.
2.  Insert the card recorded in Exercise 24 into the Card Unit.
3.  Depress Play.
4.  Locate Track 7 on the card, the first line to be revised.
5.  Play out through "To approve" in Word, then depress Record and retype the remainder of the line, including the Carrier return. (As the two Required Tab Codes in this line were played back they went into the indent memory. As soon as you record the Carrier return at the end of the track, the Carrier will tab twice automatically from these stored Required Tab Codes.)
6.  Depress Play and locate Track 15, the second track to be revised.
7.  Play out "Only" in Word, then depress Record and retype the remainder of the line, including the Carrier return. (Remember, two Required Tab Codes went into memory in Step 5 above. As soon as you record the Carrier return at the end of the track, the Carrier will tab twice automatically from these stored Required Tab Codes.)

PRACTICE COPY:

---

The annual meeting will be held June 27, 1969, for the following purposes:

    (1)    To elect a Board of Directors for a one-year term of office, such term to begin on July 1, 1969;

    (2)    To approve∧a proposal to amend the ~~Certification~~ of Incorporation to increase the authorized capital stock from 10,000,000 shares to 100,000,000 shares of common stock of par value of $10 per share;

    (3)    To consider and act upon any other matters which may properly come before the meeting.

Only∧stockholders of record at the close of∧business∧on May 16, 1969, will be entitled to notice of and to vote at said meeting.

*[handwritten annotations: "or disapprove" above approve; "Certificate" above Certification; "those" above Only; "the" above business; "day" above on]*

---

PLAY BACK:
1.  Reinsert the revised card into the Card Unit.
2.  Depress Adjust and Auto to play out a revised copy as proof of your corrections.
3.  Turn off the typewriter.
4.  Remember to save this card for use in a later exercise.

EXERCISE 27 — Practice revising indented material

TYPEWRITER ADJUSTMENTS:    Same as used in Exercise 25

SAVE THIS CARD FOR USE IN A LATER EXERCISE.


REVISE:
1.    Insert draft paper into the typewriter lengthwise.
2.    Insert the card recorded in Exercise 25 to the Card Unit.
3.    Depress Play.
4.    Locate Track 7 on the card, the first line to be revised.
5.    Play out "figures for" in Word.   Although the paragraph is shown to be indented in the practice copy, these words will print at the left margin on your paper because:
    a.    Required Tab Codes stored in Ex. 26 were cleared when power to the typewriter was turned off at the end of the exercise.
    b.    In Exercise 25, the first Required Tab Code is recorded on Track 6. This track was not played out, so the Required Tab Code was not read into memory.
6.    Depress Record and retype the remainder of the line, ending with a Carrier return.   No Required Tab Codes are in memory, so the Carrier will remain at the left margin.
7.    Depress Play and play out in Character to the point of deletion.
8.    Depress Record.   Type one space and enough Delete Codes to erase the unwanted letters.   Play out a word as proof of your correction.
9.    Carrier return and locate Track 10, the next track to be revised.
10.    Play out in Word through "Department".   As the Required Tab Code in this track plays out, it is entered in memory.
11.    Depress Record and record Delete Codes over the unwanted characters.   Play out proof of your correction.
12.    Carrier return (if you did not play out the remainder of the track in Step 11 above).   Depress Word and play out "28%", then depress Record and retype the remainder of the line, ending with a Carrier return.   As the Carrier return is recorded, the Carrier will tab in once automatically (from the Required Tab Code stored in Track 10).
13.    Depress Play and locate Track 17, the next line to be revised.
14.    Play out in Word through "graduates", then depress Record and retype the remainder of the line, ending with a Carrier return.   As the Carrier return is recorded, the Carrier will tab in once (from the Required Tab Code stored in Track 10).
15.    Correct Track 17, recording Delete Codes over the unwanted characters.


PLAY BACK:
1.    Reinsert the revised card into the Card Unit.
2.    Depress Adjust and Auto to play out a revised copy as proof of your corrections.
3.    Turn off the typewriter.
4.    Remember to save this card for use in a later exercise.

PRACTICE COPY:

---

CORPORATE STATUS REPORT

The following report contains the condensed status reports of depart-

ments that concern your area.  A total report is available in the
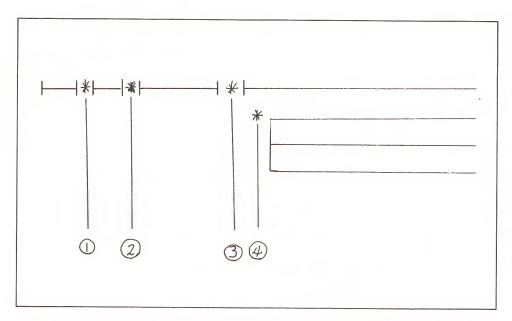
President's office.

BUDGET
The Budget Department is at the present time compiling

figures for ~~the second half of~~ 1970.  Projections for

materials, ~~labor~~ and overhead are vague at this time;

complete figures should be available by year's end.

DIRECT MAIL
Activity in the Direct Mail Department has increased
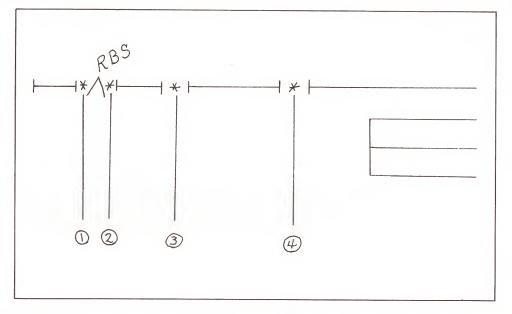
*from January through June.*  *Greater*
28% ~~in the first six months of this year.~~  ~~Great~~ utili-

zation by the sales force is given as the reason.

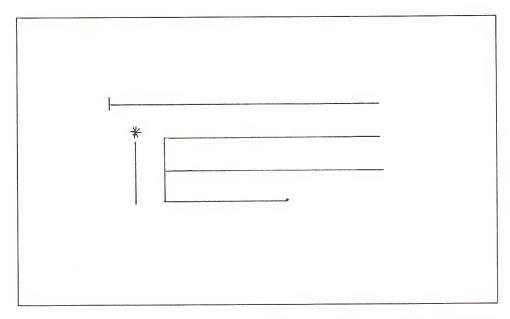More efficient equipment to meet the work load is being

studied.

PERSONNEL
Increases in staff needs have burdened the Personnel

Department.  They are running behind projections at this

*Personnel*
time.  Even with recent college graduates, ~~they~~ will not

*the*
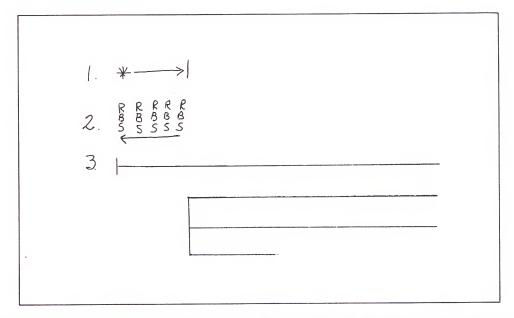meet ~~their~~ objectives for end-of-year staffing.

---

In this indented format you need three Required Tabs on the first line, but four on the second.



In order to have four tabs on the second line, you must put four Required Tabs into memory on the first line. Use the Required Backspace Code after the first tab to give you the extra Required Tab in memory but not on the paper. All Required Tabs must be on the first line so the material can be played back in Adjust when revised.

For this format you need one Required Tab on the second line, but none on the first one. However, for correct playback in Adjust, the Required Tab must be recorded on the first line.



Again, use the Required Backspace Code to put the Required Tab Code into memory but to show no indent on the paper. Back up as many spaces as necessary to have the hard copy look right.

REVIEW

1.  The Required Tab Code does two things. What are they?
    a. _____      b. _____

2.  How do you correct an error discovered in a prior track <u>not</u> containing Required Tab Codes?

3.  How should you correct an error in a prior track containing Required Tab Codes?

4.  How can you clear the Required Tab Codes from memory while recording?
    a. _____      b. _____      c. _____

# ANSWERS

1.  a.  tabs        b.  tabs into memory

2.  1.  Carrier Return
    2.  Track to the line with the error
    3.  Playout to error
    4.  Depress Record and type remainder of the line and Carrier return
    5.  Play or track past "good" lines; depress Record and continue typing.

3.  1.  Carrier return
    2.  Track to the line before the one containing the error
    3.  Play out the Required Carrier Return Code
    4.  Depress Record and type the line having the error, rerecording the Indent Codes.
    5.  Play or track past "good" lines; depress Record and continue typing.

4.  a.  Index/Return Code        b.  Required Carrier Return
    c.  Cutting the power.

```
BUDGET                  The Budget Department is now compiling
                                                19 69.
                        figures for the last half of 1970.


DIRECT MAIL             Activity in the Direct Mail Department
                                    18%
                        has increased 28% since January, 1969.
```

When revising indented formats and you wish to change only the copy, not the card, make "word" changes merely by skipping and adding in the material.

Follow the instructions given for Exercise 28.

EXERCISE 28 — Practice in revising the copy only

TYPEWRITER ADJUSTMENTS: Same as used in Exercise 27.

REVISE THE HARD COPY:

1.  Insert final copy paper into the typewriter.
2.  Load the card revised in Exercise 27.
3.  Depress Adjust
4.  Using regular procedures for hard copy changes, prepare a corrected copy of this report.

PRACTICE COPY:

---

CORPORATE STATUS REPORT

The following ~~report~~ *summary* contains the ~~condensed~~ status reports of depart-

ments ~~that concern~~ *in* your area.  A total report is available in the

President's office.

BUDGET          The Budget Department is at the present time compiling

                figures for 1970.  Projections for materials and overhead

                are *tentative estimates* ~~vague~~ at this time; complete figures should be avail-

                able by ~~year's end.~~

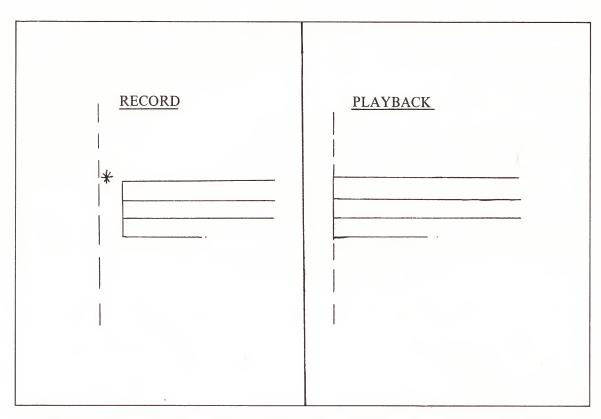DIRECT MAIL     Activity in the Direct Mail Department increased 28%

                from January through June. *of this year.*  Greater utilization by the

                sales force is given as the reason.  More efficient

                equipment to meet the work load is being ~~studied.~~ *ordered.*

PERSONNEL       Increases in staff needs have burdened the Personnel
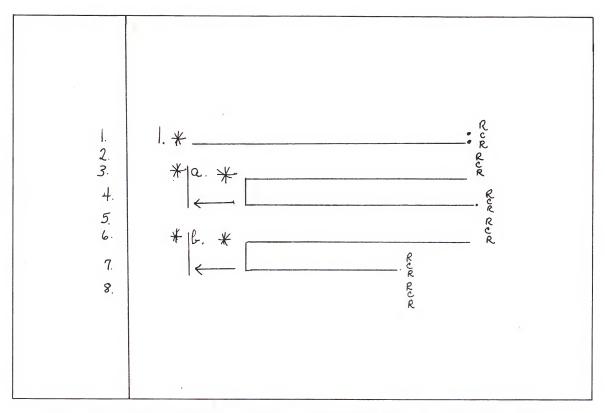
                Department.  They are running behind projections at this

                time.  Even with recent college graduates, Personnel will

                not meet their objectives for end-of-year staffing.
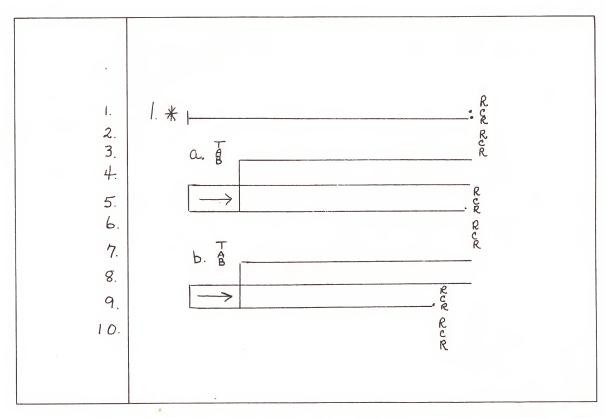
---

RECORD                    PLAYBACK

When you wish to cancel the indent memory on the copy only, you can "type" an Index/Return Code or a Required Carrier Return Code in Play, Adjust, or Skip. This does not change your card since you are not in Record. The MC/ST will, however, honor the action and clear the memory.

A revision might require that the level of indent be reduced as in track number 4 of the illustration. One Required Tab Code must be omitted from the line which has the indent level recorded.

Look at Track 3 of the sample. You would play through the "a", skip the Required Tab, and tab manually. Play out the rest of the line. The same procedure will be followed in paragraph b.

This does not change the card—only the copy.

Another revision may require that you increase the indent level. One Required Tab Code must be added to the line containing the required tabs. Look at track 3. You would play through the "a", skip the regular tab, manually type a Required Tab Code, and continue.

This again does not change the card since you were not in Record. You are now ready for Exercise 29A and B.

EXERCISE 29A — Practice in omitting tab positions

TYPEWRITER ADJUSTMENTS: Set those needed for this revision.
(Hard copy revision of Exercise 26)

REVISE THE HARD COPY:
1. Insert final copy paper into the typewriter.
2. Load the card revised in Exercise 26.
3. Depress Adjust.
4. Play out the first paragraph. Depress line to play out the Carrier returns before subparagraph (1).
5. Skip once in Character to bypass the first recorded Required Tab Code in the first line of subparagraph (1).
6. Depress Adjust and Auto to play out the remainder of this paragraph.
7. Follow the same general procedures to revise the first line in subparagraphs (2) and (3) and to prepare a corrected hard copy.

PRACTICE COPY:

The annual meeting will be held June 27, 1969, for the following
purposes:

(1)    To elect a Board of Directors for a one-year term
       of office, such term to begin on July 1, 1969;

(2)    To approve a proposal to amend the Certification of
       Incorporation to increase the authorized capital stock
       from 10,000,000 shares to 100,000,000 shares of common
       stock of par value of $10 per share;

(3)    To consider and act upon any other matters which may
       properly come before the meeting.

Only stockholders of record at the close of business on May 16, 1969,
will be entitled to notice of and to vote at said meeting.

EXERCISE 29B — Practice in adding tab positions

TYPEWRITER ADJUSTMENTS: Set those needed for this revision
(another hard copy revision of Exercise 26)

REVISE THE HARD COPY AGAIN:
1. Insert final copy paper into the typewriter.
2. Reinsert the card just used.
3. Depress Adjust. Play out the first two paragraphs.
4. In paragraph (2), play out in Word through "proposal to"; backspace once and type the colon. Do not Carrier return yet.
5. To clear the memory and set up a new indent level for subparagraph (a), manually "type" two Required Carrier Returns, two Required Tab Codes and the paragraph identification "(a)", followed by another "typed" Required Tab Code.
6. Play out the remainder of the paragraph. As the first Required Carrier Return Code recorded at the end of the paragraph is read, the memory will be cleared.
7. Manually type in subparagraph (b).
8. Play out the remainder of the card.

PRACTICE COPY:

---

The annual meeting will be held June 27, 1969, for the following purposes:

(1)  To elect a Board of Directors for a one-year term
     of office, such term to begin on July 1, 1969;

(2)  To approve a proposal to:ₐ amend the Certification of
     Incorporation to increase the authorized capital stock
     from 10,000,000 shares to 100,000,000 shares of common
     stock of par value of $10 per share:
     (b) amend the by-laws to require stockholders' approval of any
         changes in Article III, Section 4;

(3)  To consider and act upon any other matters which may
     properly come before the meeting.

Only stockholders of record at the close of business on May 16, 1969,
will be entitled to notice of and to vote at said meeting.

---

1. How do you reduce the level of indent when you are revising the copy only?

2. How do you increase the level of indent when you are revising the copy only?

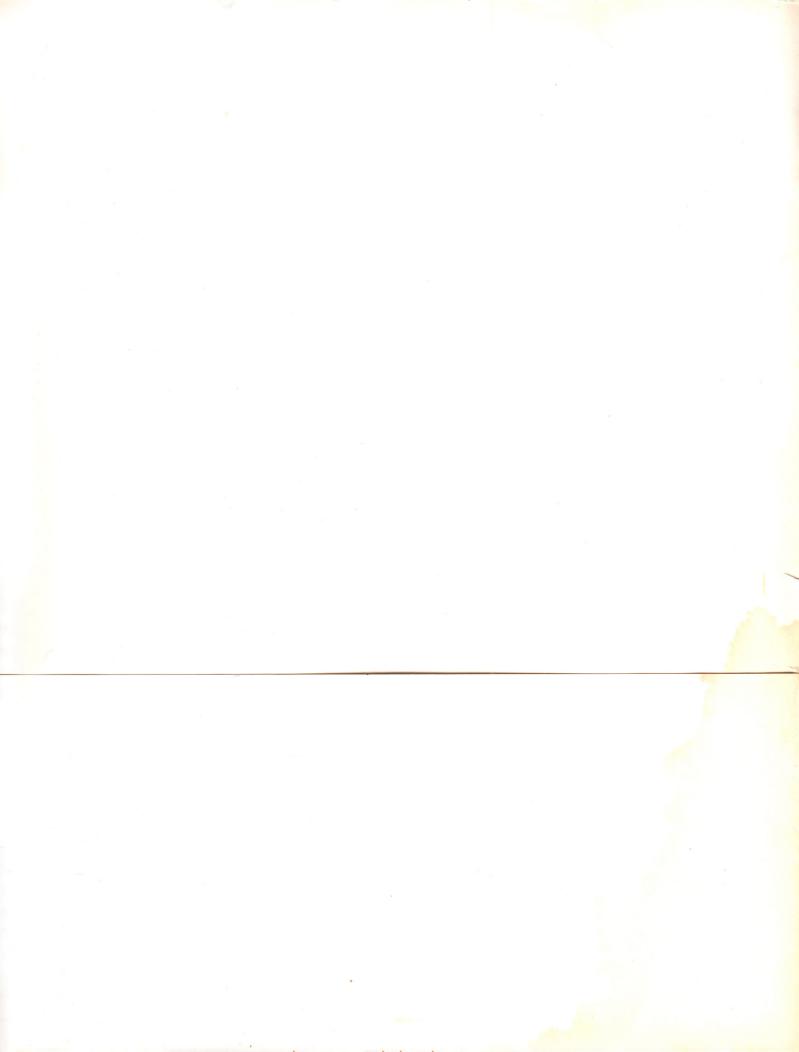3. How can you cancel the indent level completely when revising the copy only?

1.  Skip the unwanted Required Tab Codes and use regular tabs on the line where they are needed. This will be in Play or Adjust.

2.  Skip the unwanted tabs and use Required Tab Codes on the indent level line. This will be in Play or Adjust.

3.  In Play or Adjust use an Index/Return Code or a Required Carrier Return Code to clear the complete indent level.

You have now completed the training course for the Mag Card "Selectric" Typewriter. Use this book as your reference manual whenever you have questions or want to review.

If, after checking this book, you still have a question on how to do a specific job, contact your Sales Representative.

# CORRECTING ERROR CONDITIONS



The red light indicates an "error" condition. This means that, either a character failed to record properly, or the card is dirty or even damaged. If an error condition occurs, follow these steps to clear it.

1. Backspace twice in record and retype the last two characters.

2. If the light is still on, manually eject the card and clean it by gently wiping the card lengthwise with a soft, dry tissue. Reinsert the card. You will need to rerecord the entire line again as the card, when reinserted, rests at the beginning of that track.

3. If the error condition persists, record a Track Link Code to move the card past that track and the error condition. The Track Link Code will also move you past that track during playback. Sometimes a card will be damaged to the point that more than one Track Link Code is required.

4. If the card has a large scratch or bend or is obviously worn due to excessive use, it is no longer practical to use the card. It should be thrown away.

## RECORD AND PLAY BACK HINTS

1. Type at your fastest speed. Don't
   worry about errors. Backspace
   and strikeover quickly. Make this
   a habit.

2. Record every letter, report, etc.
   on inexpensive yellow paper or
   on continuous form paper. Record
   one page per card.

3. Record several pages before playing
   back any material. Example: Transcribe
   for an hour and then play back the
   material.

4. Proofread one paragraph ahead and
   make corrections as you play out.

## PROCEDURE FOR RECORDING

1. Set up typewriter.

2. Insert a card.

3. Depress Record.

4. Always begin each new project with an Index/Return code.

5. Space twice after all ending punctuation.

6. End with a carrier return and a Card Eject Code.

7. Mark out incorrect material.

8. Log information.

## PROCEDURE FOR PLAYBACK

1. Set up typewriter.

2. Insert card.

3. Depress Play or Adjust.

4. Depress Auto, Line, Word, or Character.

## REVISING THE CARD

1. Use Play and Record for making changes.

2. Insert paper lengthwise to use all 100 spaces.

3. Use Delete Codes for omitting nine or fewer characters.

4. For longer deletions, record the remainder of the line including the carrier return.

5. For additions, record the addition plus the remainder of the line including the carrier return.

6. Use Adjust for the final copy.

7. Use Play for the final copy of tabular material.